

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 350-5
Change 1

31 December 2002

Training

Ammunition Management

Summary. Changes have been made to enclosure C-2. The changes concern the dates to use when filling out DA Form 1687. Also, two abbreviations are added to the glossary

Suggested improvements. This regulation's proponent agency is the DPTSM, Training Division. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-T.

1. USARAK Regulation 350-5, 15 October 2002, is changed as follows:

Page 5-1. Change paragraph 5-1 to read as follows:

Using units will submit cartridge-/propellant-activated device requirements quarterly, including aircraft tail number, quantity per aircraft, DODIC, nomenclature, lot number, date of installation, and service life expiration date. Requirements are due to the IAO by the 1st working day of the month before each quarter.

Page C-2-1. Change paragraphs C-2-5 and C-2-6 to read as follows:

C-2-5. Block 4 (AUTHORIZED REPRESENTATIVE(S) LAST NAME-FIRST NAME-MIDDLE INITIAL). Enter the name and rank of the authorized representative and expiration term of service (ETS) date. Ensure that the rank of the representative matches the scope of responsibilities as prescribed in this regulation. Enter "NOT USED" on next available line after the lines that are used.

C-2-6. Block 5 (AUTHORIZED REPRESENTATIVE(S) SOCIAL SECURITY NUMBER). Instead of a social security number, enter the date eligible to return from overseas (DEROS).

Page C-2-3. Replace figure C-2-1 with the figure on the page 3 of this change.

Page Glossary 1. Add these abbreviations:

DEROS.....date eligible to return from overseas

ETSexpiration term of service

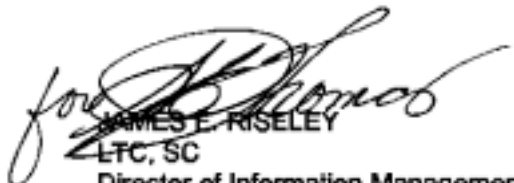
2. Post these changes per DA Pamphlet 25-40.

3. File this transmittal sheet in front of the publication.

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NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>					DATE 27 NOV 02	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION RECEIVING SUPPLIES F- Trp 4/7 Cav				LOCATION Camp Stanton, Korea		
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY REQ REC		SIGNATURE AND INITIALS	
Doe John L. SFC, ETS: Date		DEROS: Date	YES YES			
John Doe T. SGT, ETS: Date		DEROS: Date	NO YES			
***** NOT USED *****						
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY X DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE, THE AUTHORITY TO: REQUISITION OR RECIEPT OF CLASS 5 SUPPLIES AS INDICATED ABOVE						
REMARKS ASP, FT Richard, AK "Authorized representatives listed above have passed security screening required by AR 190-11"						
I ASSUME FULL RESPONSIBILITY						
UNIT IDENTIFICATION CODE WDR3AA			DODAAC/ACCOUNT NUMBER W87JK2			
LAST NAME-FIRST NAME-MIDDLE INITIAL JOHN M. BOE		GRADE O-3	TELEPHONE NUMBER 907-384-1111	EXPIRATION DATE 26 NOV 03	SIGNATURE	

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

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ETS date and DEROS cannot expire before the expiration date on the card. If it does, you must use the date that expires first. For example, if the ETS date or DEROS was 25 December 02 and expiration date is 25 Jan 03, then the expiration date would be that ETS date or DEROS.

Figure C-2-1. Department of the Army Form 1687

Ammunition Management USARAK Regulation 350-5



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY ALASKA
Fort Richardson, Alaska 99505-5000

United States Army Alaska Regulation 350-5

15 October 2002

Training

Ammunition Management

Summary. This regulation concerning ammunition management has been revised. This regulation prescribes policies, responsibilities, and procedures for unit ammunition management for United States Army Alaska (USARAK). Revisions include deletion the Ammunition Handler's Course, a change to the CAD/PAD requirement submission date, the 172d Infantry Battalion (Separate) (172d SIB) and the Special Troops Battalion (STB) annual training ammunition requirement request submission date and point of contact, the restriction of local ammunition purchases, and references.

Applicability. This regulation applies to all elements of USARAK, Army National Guard, Army Reserve, and all Department of Defense (DOD) agencies/units supported with training ammunition from Fort Richardson and Fort Wainwright ammunition supply points (ASPs).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Directorate of Plans, Training, Security, and Mobilization (DPTSM), Attention: APVR-RPTM-T.

Interim changes. Interim changes to this regulation are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. This regulation's proponent agency is the DPTSM, Training Division. The Training Division invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPTM-T.

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Chapter 1
Training Ammunition Management Policy

1-1. Purpose

a. Ammunition is one of the Army's most expensive commodities, because of the huge volume required for training, and it requires intensive management to derive maximum benefits. Cost and resource availability are major restrictions that affect unit-training programs. To lessen this impact and increase benefits, commanders at all levels must include training-ammunition requirements in initial planning of all training events. The lead-time required for forecasting dictates accurate and thorough prior planning. The policies and procedures in this regulation should assist and support unit commanders' training programs.

b. The United States Army Pacific Command (USARPAC) provides an annual training ammunition authorization to USARAK. The National Guard and tenant units receive ammunition authorizations through their command channels.

c. The Director of Plans, Training, Security, and Mobilization (DPTSM) has overall staff responsibility for ammunition management for USARAK.

d. Every phase of ammunition management must be carefully monitored to support training within established authorizations. Managers must emphasize the need for accuracy in forecasting requirements and reduce the difference between actual expenditures and projected requirements. Ammunition requirements must be held to the minimum, consistent with achieving combat readiness of units per DA Pamphlet 350-38, particularly during austere budget periods.

1-2. References

Required publications and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Expenditure and usage

DA and USARPAC expenditure goals encourage effective management of training ammunition through cross leveling and turn back of excess ammunition authorizations. The command goal for training ammunition is to consume only that ammunition necessary to conduct valid training events. Unneeded authorizations will be turned back to the DPTSM. Units will document ammunition authorizations turned back or not used and analyze the reasons for large variances between authorizations and expenditures. See appendix B for information on tracking annual authorizations.

a. Commanders will monitor training ammunition usage, compare the training events and ammunition expenditures of similar units, adjust usage, and avoid consumption of ammunition during the last month of the fiscal year merely to meet expenditure goals.

b. Units are encouraged to conserve ammunition by using training devices and simulators. The use of training devices and simulators will be incorporated into unit and school training programs.

1-5. Timeliness of issue/turn in and reconciliation

a. The issue document must arrive at the supporting ASP 5 working days before the requested pick-up date. When the issue document arrives less than 5 working days ahead, a letter of lateness must be submitted with an explanation of the circumstances and the letter of lateness must be signed by the first

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lieutenant colonel in the chain of command through higher headquarters to the supporting ASP (see app C).

Note: The date of submission counts as one of the 5 working days.

b. Turn in and reconciliation of live ammunition must be completed within 5 working days of training completion. An extension of one additional 5-day period may be granted. If not completed after the extension, future ammunition issues will be denied and the unit commander will be notified of the suspension (see app C).

c. Units that request and receive ammunition from an ASP must maintain training ammunition management and control documents, as listed in DA Pamphlet 710-2-1, chapter 11.

d. Training ammunition requirements for schools are often overstated; therefore, requirements must be based on approved programs of instruction and historical data (drop out, cancellation and student enrollment, and the number of students graduating). Actual expenditures must be compared to program of instruction requirements. Program of instruction changes must be justified and approved before requesting additional ammunition. If blocks of instruction are canceled, excess ammunition authorizations will be returned to the DPTSM.

Chapter 2
Responsibilities

2-1. Director of Plans, Training, Security, and Mobilization

The DPTSM will—

- a. Exercise overall staff responsibility for training ammunition management for USARAK and coordination with Reserve Component, National Guard, tenant, and other Fort Richardson or Fort Wainwright ASP, training-ammunition customers.
- b. Submit to and receive from USARPAC, the USARAK annual ammunition authorizations and sub-authorize training ammunition to subordinate commands and separate units.
- c. Manage the overall ammunition basic load (ABL) program for this command.
- d. Ensure all USARAK units, including tenant units, have a USARPAC-approved ABL.
- e. Ensure authorized USARAK units compute ABLs as required and forward the ABL computations to Headquarters, USARPAC.
- f. Review for accuracy and endorse all unit ABL requests for USARPAC approval. Forward the endorsed ABL requests to Commander, USARPAC, Attention: APLG-MU, Fort Shafter, Hawaii 96858-5100.
- g. Forward USARPAC-approved ABLs to subordinate units and ensure unit, ABL-distribution plans are updated as required. Furnish ABL roll up for all ASPs with ABL stockage requirements.
- h. Allocate ammunition in critically short supply to all users.
- i. Reallocate ammunition to meet command-training requirements.
- j. Maintain command training ammunition reserve authorizations.
- k. Provide directly supported units and agencies with revised authorizations, information updates, guidance, and assistance.
- l. Process and authenticate DA Forms 581 (Request for Issue and Turn-In of Ammunition) for all Fort Richardson, USARAK, and tenant units, maintaining records of units' authorizations, expenditures, and balances.
- m. Maintain and operate the USARAK Training Ammunition Management Information System (TAMIS).
- n. Coordinate with and assist the Director of Logistics (DOL), ASP Standard Army Ammunition System (SAAS)/TAMIS interface with expenditure data input to TAMIS.
- o. Provide the USARPAC, Munitions Division and the DOL, ASP with an annual, 12-month forecast and update that forecast every 6 months.

2-2. Deputy Director of Plans, Training, Security, and Mobilization (Fort Wainwright)

The Deputy DPTSM (at Fort Wainwright) will—

- a. Process and authenticate DA Forms 581 for all Fort Wainwright and Fort Greely USARAK and tenant units, maintaining records of units' authorizations, expenditures, and balances.

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- b. Forward unit requests for authorizations, additions, or changes to the DPTSM, Fort Richardson.
- c. Coordinate with the DOL, ASP at Fort Wainwright.

2-3. Commander, 172d Infantry Brigade (Separate)

- a. The Commander, 172d 172d SIB will—

- (1) Manage training ammunition for 172d SIB units.
- (2) Submit to and receive from the DPTSM, the units' fiscal year training requirements and authorizations.
- (3) Suballocate fiscal year training ammunition authorizations received from the DPTSM to subordinate units.
- (4) Provide copies of approved authorizations to subordinate units, the Brigade Ammunition Office (BAO), and the DPTSM for input to TAMIS.
- (5) Maintain liaison with the BAO in the effective maintenance of a monthly forecasting system based on 12-month projected requirements.
- (6) Arbitrate between 172d SIB units requesting ammunition items that are in short supply. Review justifications and support requests by cross leveling within brigade or requesting an increase from the DPTSM.
- (7) Brief training ammunition status at the quarterly training brief.
- (8) Be the approval authority for late ammunition requests submitted by 172d SIB units.

- b. The BAO will—

- (1) Maintain records of 172d SIB unit training ammunition authorizations, expenditures, and authorization balances.
- (2) Provide liaison between 172d SIB units and the ASP.
- (3) Set up and maintain a monthly forecasting system based on 12-month projected requirements.
- (4) Assist the 172d SIB by consolidating and reviewing unit monthly forecasts. These forecasts are due from units to the BAO by the 15th of each month. Submit the 172d SIB consolidated forecast to the DPTSM by the 20th of each month.
- (5) Ensure that units do not forecast over or under the limit of their authorizations.
- (6) Notify the 172d SIB and the unit immediately when a forecasted item cannot be supported due to supply shortages at the ASP.
- (7) Process and submit all TAMIS suballocations to the DPTSM daily for approval.
- (8) Collect and file copies of all missile-firing reports provided by the using unit.
- (9) Ensure each 172d SIB unit has a current, approved basic load on file and that the basic load is submitted to the Installation Ammunition Office (IAO) for review on an annual basis.

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(10) Ensure all 172d SIB units requesting ammunition have valid DA Forms 1687 (Notice of Delegation of Authority - Receipt for Supplies) and duty appointment orders/command orders on file before processing any ammunition transaction.

(11) Conduct various information briefings for the 172d SIB and staff and provide individually tailored education briefings for units as requested.

(12) Assist 172d SIB units in all facets of ammunition management, as requested.

(13) Consolidate ammunition requirements in support of 172d SIB training exercises and ensure that class 5 support requirements are met during field training situations.

2-4. Separate battalions and the Special Troops Battalion

Separate battalion commanders and the Commander, STB will—

- a. Manage training ammunition for the STB units.
- b. Submit to and receive from the DPTSM, the units' fiscal year training requirements and authorizations.
- c. Suballocate fiscal year training ammunition authorizations received from the DPTSM to subordinate units.
- d. Provide copies of approved authorizations to subordinate units and the DPTSM/IAO for input to TAMIS.
- e. Maintain liaison with the IAO in the effective maintenance of a monthly forecasting system based on 12-month projected requirements.
- f. Arbitrate between the units requesting ammunition items that are in short supply. Review justifications and support requests by cross leveling within the units or requesting an increase from the DPTSM.
- g. Brief training ammunition status at the quarterly training brief.

2-5. Director of Logistics (Ammunition Supply Point)

The DOL (ASP) will—

- a. Operate within all applicable rules, regulations, and other requirements.
- b. Establish responsibility for receipt, storage, issue, turn in, transportation, security, and accountability for all ABL items, including those actually in the hands of troops.
- c. Maintain a file of all units' on-hand ABL with prepared documentation for deploying units.
- d. Review on-hand assets quarterly to ensure sufficient serviceable stocks in the proper account codes are available to support units' approved ABL documentation.
- e. Inform the DPTSM of any supply action or shortage of training ammunition that will affect the overall training program.
- f. Provide copies of DA Form 581 to the BAO for 172d SIB units, the DPTSM for STB, tenant, and other units, and to the Alaska Army National Guard, Brigade Materiel Management Center for Alaska Army National Guard units, on a daily basis.
- g. Provide the DPTSM with a quarterly, class-5, asset report.

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h. Provide the DPTSM, the 172d SIB operations and training officer, the STB operations and training officer, and the BAO with a list of their units that are delinquent in reconciling their outstanding documents monthly.

i. Ensure that DA Form 581 expenditure data is input accurately to SAAS/TAMIS.

2-6. Commanders of major subordinate commands (National Guard, Reserve, and tenant units)

Commander of major subordinate commands (MSCs) will—

a. Manage training ammunition for all subordinate units.

b. Review and forward units' monthly forecasts to the DPTSM.

c. Ensure that a valid DA Form 1687 and duty appointment/command orders are on file before processing any unit ammunition transactions.

2-7. Commanders of training ammunition account holding units

Commanders of training-ammunition-account holding units are responsible for—

a. The management, control, and security of the unit's ammunition program per this regulation and Update 2-14.

b. Establishing and maintaining control of unit subauthorizations, forecasts, and expenditures. Reconcile ammunition control records quarterly with the BAO for 172d SIB units and with the DPTSM/IAO for STB and tenant units. Alaska Army National Guard units will reconcile with the Brigade Materiel Management Center.

c. Maintaining training ammunition management control documents (see para 14-1).

d. Submitting an accurate monthly forecast of class 5 requirements to next higher headquarters by the 15th of each month.

e. Ensuring forecasts do not exceed or fall short of authorizations. Identify excess ammunition and turn back through channels to the DPTSM.

f. Ensuring that units submit their annual, training-ammunition requirements by 20 January for the following fiscal year.

g. Ensuring that units submit operational load ammunition requirements from Common Table of Allowances (CTA) 50-909, table 62 and annual requirements for dummy, drill, and inert (DDI) ammunition to their brigade headquarters by 6 July each year for the following fiscal year.

h. Submitting forecasts for off-post training to their brigade headquarters by 120 days before the start of training at an installation other than home station.

i. Provide a completed DA Form 581, processed at any installation other than Fort Richardson or Fort Wainwright to the BAO for 172d SIB units or the DPTSM for STB units upon return.

j. Units will notify the BAO, the brigade training officer, or the IAO of any changes in training that affect already processed ammunition documentation, such as cancellation of training, which requires cancellation of a document.

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k. Ensure that fiscal year ammunition is divided between Forts Wainwright and Greely (north of the range) and Fort Richardson (south of the range) units per training requirements. If battalions have a combined range week, the IAO needs to be notified so cross levels can be made per training requirements 90 days before the training start date.

l. The 4th Battalion, 123d Aviation Regiment, the Alaska National Guard, and the DOL, Aerial Delivery Branch will submit their CAD/PAD requirements quarterly. Requests will be submitted in the following format: quantity, tail number, DOD identification code (DODIC), lot number, date installed, and date removed for all items requested.

Chapter 3

Training Ammunition Authorization

3-1. General

a. USARAK units receive their training ammunition authorization from the USARPAC Deputy Chief of Staff for Operations and Plans, based on annual authorizations received from Headquarters, DA, DA Pamphlet 350-38, annual requirements submitted by units, historical expenditure data, and availability of ammunition assets. By 15 March of each year, the 172d SIB and STB will submit their requirements to USARPAC per Army Regulation (AR) 5-13.

b. The Alaska Army National Guard, tenants, and other units will process requirements and receive authorizations from their major Army command or parent unit. Upon receipt, they will provide the DPTSM with copies of their fiscal year training authorizations.

c. Weapon test requirements and ammunition used with new equipment training are not supported from these authorizations.

d. Upon receipt of fiscal year training ammunition authorizations from USARPAC, the DPTSM will sub-authorize to the 172d SIB and the STB, who, in turn, will subauthorize to subordinate units.

e. STB units are required to submit any request for changes to the given authorizations through their command channels to the DPTSM.

3-2. Changing authorizations

Since all annual, training ammunition authorizations are approved and assigned at a major command level, specific procedures are required to obtain any type of changes to these authorizations.

a. Reducing authorizations. Changes in mission, unit modification table of organization and equipment (MTOE), authorized quantities of weapon systems, or a change in the unit's training program for the year may create a situation where a unit is originally given ammunition that they no longer need. Should this occur, the following steps should be taken by the unit:

(1) A memorandum will be prepared indicating all items, by type, nomenclature, and quantity that the unit wishes to turn back.

(2) Requests for reduction in authorizations submitted by other than the MSC ammunition manager must be submitted through the proper MSC channels before forwarding to the DPTSM.

b. Increasing current authorizations. Receiving approval to increase the amount of training ammunition that a unit has been given for the fiscal year is generally much more difficult to accomplish than requesting a reduction. The procedures outlined below will provide guidance on increasing authorizations.

(1) Submit requests for authorization increases for units under the control of an MSC through normal command channels to the DPTSM for action. If a brigade ammunition manager decides to increase a subordinate unit's authorization utilizing the quantities given as authorization to the brigade, he/she may do so by informing the BAO/IAO on a memorandum of the requested change. The BAO/IAO will then update the affected unit accounts, to ensure that the ammunition forecasted by the gaining and losing unit is adjusted accordingly and the TAMIS change posted.

(2) If a unit feels it MUST have the increase in an authorization and there is not enough within the MSC to support it, a fiscal year authorization change request must be submitted to the DPTSM (see app D). This request must specify the quantity and types of ammunition needed, the amount forecasted

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by the unit for that period, the amount currently authorized, and a complete justification for the increase of each type item. Documents submitted without valid justification stated will not be approved by the DPTSM.

(3) Upon receipt of the written request, the IAO will review the request, compare it to the quantities authorized for the unit by DA Pamphlet 350-38 and, if applicable, determine if the additional increases can be supported from within the brigade's current authorizations. The IAO will coordinate with the local ASPs to ensure authorization increases can be supported. If so, the DPTSM will direct the brigade, in writing, to increase the requesting unit's account and to decrease the same quantity within the assigned authorization for the brigade. The IAO may choose to forward the request to USARPAC for action. The unit will be notified, in writing, by the IAO, as soon as a determination has been made regarding the requested ammunition.

c. Lateral transfer of authorizations. Occasionally, situations will arise where units decide to transfer some of their annual authorizations from one unit to another. This is a relatively simple procedure if the steps listed below are closely followed.

(1) A memorandum will be used.

(2) The TAMIS memorandum MUST be signed by either the commander or the ammunition officer of both the losing and gaining units. The affected units will retain one copy of the memorandum.

(3) The change sheet will be hand-carried to the BAO/IAO. The BAO will stamp it, indicating receipt. A copy of the sheet will be forwarded by the BAO to the IAO for action by the IAO and a copy will be returned to the person processing the TAMIS sheet.

(4) The BAO/IAO will post the transfer of authorization to the gaining unit's records and subtract it from the losing unit's account.

Note: Authorization transfers processed through the BAO/IAO must be processed a minimum of 48 hours (2 full working days) before the gaining unit attempts to draw against the new authorization. This allows the IAO adequate time to post the transaction to all affected accounts.

Chapter 4
Operational Load Ammunition for Miscellaneous Activities

4-1. General

Operational load requirements (i.e., red cycle, salute, reveille, and retreat) are covered by CTA 50-909, table 62 and are not charged against unit training authorizations. Requirements that exceed allocations or are not listed in CTA 50-909 will be submitted to USARPAC for approval.

4-2. Requesting procedures

Units that require ammunition for operational loads will submit their requirements by 6 July of each year to the DPTSM. Request must be separated into two categories:

a. Ammunition authorized by CTA 50-909 that is expected to be expended (i.e., salute, explosive, and demolition operations and not kept on hand for more than 30 days) is not maintained on the property book, but is controlled using DA Form 581.

b. Ammunition authorized by CTA 50-909 and not expected to be expended (i.e., guard, military police, and signals for survival kits) will be maintained on the property book.

c. Units having major Army command-approved authority to retain operational ammunition will ensure that the following is accomplished:

(1) The unit will prepare a DA Form 581 as a request for issue (see encls B-1 and B-5).

(2) The BAO/IAO will coordinate with the local ASP to ensure the unit request can be supported before it is approved. Once the request for issue has been signed by the BAO/IAO, take the DA Form 581 to the property book office for document-number assignment. Be sure to return a completed copy of the DA Form 581 to the property book office once the ammunition has been signed for at the ASP (for nonexpendable items).

4-3. Local purchase of ammunition for operational or training requirements

a. Local purchase is prohibited under Ammunition Information Notice 68-01 unless approved by DA.

b. Request local purchase of ammunition on DA Form 3953 (Purchase Request and Commitment) in four copies. The BAO/IAO will approve requests before submission and will verify that the requesting unit has authorized weapons on their current table of organization and equipment/table of distribution and allowances (TDA). They will also verify with the local ASP that the ammunition requested is not available through normal supply channels.

c. The unit will take the request to their budget office for a fund cite. The unit will bring the request to the ASP, where the accountable officer will sign the request and take it to the DOL and the Director of Contracting for processing. The Director of Contracting will notify the ASP, who will arrange for pickup of the ammunition from the vendor. The requesting unit may speed up the process by identifying a vendor in advance and annotating the vendor name and telephone number on DA Form 3953 before submission.

d. The ASP will inspect the ammunition, assign a lot number along with a national stock number (NSN) and a DODIC (which will be assigned by the USARPAC, Munitions Division item manager). The ASP will notify the unit representative listed on the DA Form 3953 when the ammunition is ready for pickup. The unit will submit a normal DA Form 581 to request the ammunition.

Chapter 5
Cartridge-/Propellant-Actuated Devices

5-1. General

Using units will submit cartridge-/propellant-activated device requirements quarterly, including DODIC, NSN, nomenclature, and quantity required. Requirements are due to the DPTSM by the 1st working day of the month before the beginning of each quarter.

5-2. Requesting procedures

Units will submit requests for cartridge-/propellant-activated device items with an established shelf life 6 months in advance of expiration of the shelf/service life and must indicate the expiration date. Cartridge-/propellant-activated device items used for training require USARPAC allocation.

Chapter 6
Dummy, Drill, and Inert Ammunition

6-1. Allowances

The initial allowances for DDI ammunition are prescribed in the CTA 50-909.

6-2. Annual requirements

Units will submit all annual requirements for DDI ammunition items to the DPTSM by 20 January each year. As a minimum, requirements will contain the DODIC, nomenclature, quantity required, and quantity on hand.

6-3. Expendable dummy, drill, and inert items

Expendable DDI ammunition items are not required to be accounted for on unit property books. Unit commanders will establish stringent, administrative procedures to ensure that on-hand DDI ammunition items are closely controlled during storage, issuance, and use.

6-4. Exceptions

DDI ammunition items, such as expended AT-4 launchers, expended Dragons, practice grenade bodies, and practice claymore mines, will be classified as security category IV munitions items.

6-5. Guidelines

DDI ammunition items should be conspicuously marked and will not be stored with live ammunition if other storage space is available. DDI ammunition is requested separately from live ammunition. DDI ammunition will not be requested on the same DA Form 581 as live ammunition. Turn in of DDI ammunition will be on a live (not residue) turn in DA Form 581.

Chapter 7
Ammunition Basic Load

7-1. General

USARPAC Regulation 700-3 prescribes policies, procedures, and responsibilities for establishing USARPAC ABL requirements for ABL authorization approval. All authorized USARPAC units and authorized tenant units will have a USARPAC-approved ABL computed at the quantities listed in USARPAC Regulation 700-3, annex C.

7-2. Computation

All active Army, Reserve Component, and Alaska Army National Guard units will compute or recompute their ABLs, by unit identification code (UIC) (company level) (see app E) when one of the following conditions occurs:

- a. Upon receipt of the annual, ABL-review document from the USARPAC, Munitions Division.
- b. Upon receipt of a revised MTOE/TDA, changing weapon densities and/or personnel authorizations.
- c. Upon receipt of a change to USARPAC Regulation 700-3, annex C.
- d. When new equipment with an authorized ABL is fielded.
- e. When a new unit is activated or a unit is inactivated.

7-3. Procedures

Battalions, separate companies, detachments, and Alaska Army National Guard units will—

- a. Review and update their approved ABL authorization for completeness and accuracy annually or as needed.
- b. Ensure newly assigned units compute their ABL authorization as instructed in USARPAC Regulation 700-3, annex B and quantities as assigned in annex C.
- c. Attach a copy of their current MTOE/TDA equipment printout to their ABL computations with a cover memorandum through their command channel to the DPTSM for submission to the USARPAC, Munitions Division.
- d. When requesting more ammunition items than the quantity listed in USARPAC Regulation 700-3, annex C, follow the procedures in paragraph c above. In addition, the cover memorandum will include justification for each ABL item in excess of the quantity listed in USARPAC Regulation 700-3, annex C.
- e. Record the USARPAC-approved ABL in the unit property book/SPBS-R, per AR 710-2, paragraph 2-40b(2) and USARPAC Regulation 700-3, paragraph 7b(5).
- f. Units will maintain a copy of the USARPAC-approved ABL and the unit-prepared DA Form 581 in unit files. (See fig C-1-1.)

Chapter 8

Ammunition Forecasting

8-1. General

Forecast requirements are determined by projected training events, ammunition usage (i.e., weapon qualification and field training exercises).

8-2. Forecast reports

DA Form 5514-R (TAMIS Training Ammunition Forecast Report) or computer-generated spreadsheets can be used by units to forecast their projected training ammunition needs. Some factors that may impact on requirement determination and forecasting are listed below.

- a. Historical and actual consumption data from previous training exercises.
- b. Training objectives.
- c. Range time.
- d. Equipment/weapon availability.

8-3. Instructions

a. Ensure the forecast covers the next 12 months and does not exceed the DODIC and quantity authorized for the fiscal year (see app F). The following 2 months are locked in and no changes are allowed during monthly forecasting.

b. Forecasts are due to the DPTSM by the 20th of each month. They must be broken down between north of the range (Forts Wainwright and Greely) and south of the range (Fort Richardson) units.

(1) Forecasts for 172d SIB units are due to the BAO by the 15th of each month. The BAO will consolidate forecasts and submit them to the DPTSM.

(2) Separate battalion unit forecasts (north and south of the range) are due to the battalions by the 15th of each month. The battalion operations and training officer will consolidate and submit the forecasts to the DPTSM.

(3) Alaska Army National Guard and tenant units will submit their forecasts directly to the DPTSM.

c. Active duty units normally not supported by the Fort Richardson and Fort Wainwright ASPs desiring to draw training ammunition in Alaska must forward their forecasts through normal channels to arrive in Alaska by TAMIS (VIP031) message at least 180 days before the start of their training.

Chapter 9
Off-Post Training Ammunition Requests

9-1. General

Many USARAK units participate in training exercises at locations outside Alaska. This creates a need for units to receive their ammunition at the off-post training site in the easiest and most cost-effective manner.

9-2. Request submission

DA Forms 581 must be submitted, through normal channels, to the BAO/IAO, at least 90 days before the date that the unit anticipates starting the training. The BAO/IAO will ensure that this document is transmitted to the supporting ASP at least 60 days before the start of training.

9-3. Off-post training forecasts

Off-post training forecasts are a prediction of ammunition required to support an off-post training event. This is the mechanism utilized to preposition ammunition at the training site and is submitted in addition to the normal, monthly forecast. This forecast must be submitted at least 120 days before the start of training. The off-post training forecast is also submitted on a DA Form 5514-R to the BAO/IAO, who ensures the ammunition requirement is transmitted to the training location, along with memorandum identifying the DODIC and quantity forecasted, at least 90 days before the start of the exercise (i.e., Tandem Thrust, Cobra Gold, or Northwind).

Note: Units that fail to submit their forecasts and DA Forms 581 for off-post training within the parameters outlined above will have to draw their ammunition locally and arrange for transportation when the unit deploys to the off-post training site. Arrangements will be made with the local ASP 60 days in advance.

Chapter 10

Requesting Training Ammunition

10-1. General

DA Form 581 is used to request ammunition (see encl B-1). DA Forms 581 must be typed. The only exception to this policy will be where the unit is involved in a field exercise and is tactically deployed. In this case, the DA Form 581 may be handwritten in black ink.

10-2. Requesting procedures

- a. Prepare six copies of DA Form 581.
- b. Assign each DA Form 581 a unit document number from the expendable document register. The document number cannot be duplicated.
- c. The unit commander (or DA Form 1687-designated representative) must sign the DA Form 581.
- d. The unit keeps one copy of DA Form 581 and DA Form 581-1 (Request for Issue and Turn-In of Ammunition Continuation Sheet) in the unit suspense file. Forward all other copies to the authenticating officer (the BAO for 172d SIB units, the IAO for STB and tenant units, and the Alaska Army National Guard, Brigade Materiel Management Center for National Guard units).
- e. The DA Form 581 must arrive at the supporting ASP 5 working days before the requested pick-up date.
- f. The DODIC and quantity requested is approved based on the unit not exceeding their annual authorizations. If the quantity needs to be increased for issue, the USARAK Ammunition Office must approve the increase before issue is made.
- g. DA Forms 581 arriving at the ASP less than 5 working days before the requested pick-up date must have a letter of lateness explaining the reason and be signed by the first lieutenant colonel in the chain of command.
- h. All letters of lateness submitted at the ASP by units will be placed in a stand-by status. The following procedures are required:
 - (1) Units must submit the DA Form 581 through the BAO/IAO to the ASP, on the same day that their letter of lateness is approved.
 - (2) Units will arrive on the date given to them by the ASP. Units must have all members of their detail present. Unit vehicles must be inspected, have fire extinguishers, and be prepared for upload of ammunition as directed by the ASP external, standing operating procedure. The unit will remain at the ASP in stand-by status until the ASP is able to fill their request or the unit is asked to return the next day.
 - (3) If the unit has not received ammunition by 1530, the unit request will be canceled and another DA Form 581 must be processed for issue 5 working days in advance.

10-3. Signature cards

Unit commanders are responsible for the security and control of unit ammunition and ensuring that only authorized personnel will receipt for class 5 drawn from the ASP.

- a. Make signature cards valid for the time the approving authority expects to remain in his/her position or not exceeding 1 year, whichever is less. Review signature cards quarterly for accuracy. See enclosure C-6.

USARAK Regulation 350-5

b. Commanders will authorize only officers and sergeants first class or above to sign requests for ammunition pick up. Only personnel in the rank equivalent of sergeant or above are authorized to receipt for category I and category II arms, ammunition, and explosives as defined in AR 190-11/National Guard Regulation (NGR) 190-11.

c. Commanders will designate a responsible person to receipt for category III and IV ammunition.

d. Signature cards with authorized representatives will be processed through the provost marshal office for security screening per AR 190-11. Units will hand-carry the DA Form 1687 and DA Form 7281-R (Command Oriented Arms, Ammunition, & Explosives Security Screening and Evaluation Record) to the local provost marshal office along with USARAK Form 2 (Request for Check of Police Records) for a records screening per AR 190-11 on each individual authorized to requisition and receipt for ammunition and explosives. The provost marshal office representative conducting the screening will indicate favorable results by placing a stamp and his/her initials in the remarks block. After the records screening is completed, the DA Form 1687 will be taken to the BAO or the IAO for approval. A stamp on the reverse side will indicate this. The cards are then taken to the ASP. This requirement applies to visiting units and DOD agencies.

e. Provide two copies of the signature cards to the supporting ASP and one copy to the applicable authenticating officer. Attach a copy of the commander's assumption of command orders and/or the battalion supply officer/property book officer orders to each of the signature cards.

Chapter 11
Ammunition and Residue Turn in

11-1. Instructions

Requests for ammunition and residue turn in will be submitted to the ASP within 2 working days after completion of the exercise or training event (see app C).

a. Prepare a separate DA Form 581 to turn in live ammunition and residue in six copies for each ammunition issue document, listing the training event code of the issue document. See appendix G.

b. Assign unit document numbers from the expendable items document register.

c. Units desiring to turn in a completed issue on the same day as issue is made will be requested to maintain that ammunition under their accountability until a turn-in appointment can be scheduled. The ASP will make every effort to accommodate the same-day turn in, workload permitting.

d. All unexpended ammunition and residue remaining after completion of the firing or training exercise will be returned to the ASP from which it was drawn. It is the responsibility of the using unit to return all unused ammunition and residue in original boxes or containers.

e. Ammunition that has not been removed from its original, sealed, outer pack will be checked to determine the condition of the outer pack and seal. Seals broken on ammunition containers will require 100 percent inspection by quality assurance personnel before turn in will be accepted. To facilitate turn in and preserve ammunition quality and lot integrity, using units will keep ammunition sealed in its original package until use. Opened ammunition containers will be inspected by a sergeant first class or above from the using unit to ensure the lot numbers match and that all components are present and properly repacked. A statement certifying that the above is correct will be signed by the inspector and placed in each open box.

f. Using units will be required to correct any deficiencies or discrepancies that prevent acceptance of items (i.e., documentation, segregation, packing, etc.).

g. Excess propellant increments will be repackaged in separate, waterproof containers and returned to the ASP.

h. The USARAK Garrison Commander/Chief of Staff will be notified of the unwarranted recurrence of noted deficiencies or discrepancies associated with turn in after unit commanders have been notified.

i. Before arrival at the ASP, each type of ammunition will be separated for inspection (i.e., 105 millimeter, 7.62 millimeter, etc.). If more than one lot number was issued, lots will also be separated. Separate vehicles are not required, if all items are compatible but the individual turning in the ammunition must be capable of distinguishing the separate lots.

11-2. Live ammunition turn in

a. All fuzes or detonating elements will be set on safe.

b. All safety devices will be placed in their original positions.

c. Each separate item will be repackaged in its original container.

d. Individual, item containers will be placed in the original container.

e. In all cases, lot identity must be preserved.

USARAK Regulation 350-5

f. A unit turning in known unserviceable, live ammunition will prepare a DA Form 5811-R (Certificate-Lost or Damaged Class 5 Ammunitions Items) explaining the circumstances surrounding the damage. The first lieutenant colonel in the chain of command will review the circumstances and recommend appropriate action. Final determination of the ammunition condition (serviceable or unserviceable) rests with ASP personnel. If damage to live ammunition is determined to be other than fair wear and tear, the completed DA Form 5811-R, plus evidence of initiation of recommendation action (copy of report of survey or request for investigation) are required to complete reconciliation with the ASP.

g. Ensure that the DA Form 581 for live ammunition turn in contains this statement: "The above items drawn on document number _____ were not expended. All other items drawn on that document number were properly expended. Residue turn in is under document number _____."

h. Missing live ammunition requires action under AR 190-11/NGR 190-11. An AR 15-6 investigation will be initiated when a shortage of category I ammunition or residue occurs. Refer to AR 190-11, chapter 8 and AR 15-6, appendix E for investigations.

11-3. Damaged ammunition

The following are considered to be examples of ammunition damage due to fault or neglect:

- a. A quantity of 1,600 rounds or greater of loose, small arms having lost lot number identity.
- b. Removal of rounds from ball and tracer-linked ammunition or otherwise altering the original items as issued.
- c. Damage due to rough handling.
- d. Wet propelling charges.
- e. Damage to the time fuze by turning clockwise instead of counter-clockwise.
- f. Incomplete rounds.

11-4. Residue turn in

- a. At the time of issue, the ASP will provide the unit with a listing of residue turn-in requirements.
- b. If hazardous material is found during this inspection, a report will be sent through channels requesting the appropriate commander to investigate per AR 15-6.
- c. Units must initiate DA Form 5811-R for any residue shortages that exceed the allowable losses specified in DA Pamphlet 710-2-1, annex L and the local ASP, turn-in requirements. The first lieutenant colonel in the chain of command must sign in block 13 and if fault or neglect is indicated, a Report of Survey will be initiated per AR 735-5. The DA Form 5811-R, along with evidence of initiation of recommended action, serves as positive reconciliation of that issue.
- d. All residue components listed on the turn-in document will be keyed to the corresponding live item number of the ammunition drawn on the issue document.
- e. Residue will be segregated as listed below:
 - (1) Type, model, and caliber will segregate brass or steel cartridge cases. Brass or steel cartridge cases, fiber containers, and wooden boxes will be listed separately on the turn-in document.

USARAK Regulation 350-5

(2) Small arms cartridge cases (30 millimeter or smaller), clips, and links will be accounted for by weight and packed in the original container, as issued.

f. Units are not authorized to request ammunition residue from Defense Reutilization and Marketing Office. If residue is needed for a specific training purpose, request the residue from the ASP, using a DA Form 581. Issue of residue items will be at the ASP's discretion.

g. Ensure that the DA Form 581 for residue turn in contains this statement: "The above items were drawn on document number _____ and were properly expended. All other items drawn on that document number are being returned under document number _____. Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosive, or other dangerous materials. Signed: _____." (The individual who conducts the inspection will sign the statement.)

11-5. Reconciliation/delinquent documents

a. Commanders are responsible for the prompt return of all unexpended ammunition and residue as soon as possible after training completion. All DA Forms 581 must be reconciled and closed out. If this is not accomplished within 5 working days following the event for which the ammunition was issued, the ASP initiates command notification and will not issue any more training ammunition to that unit until the turn-in action is completed.

b. When requested by the unit, the ASP will schedule a turn-in appointment within 5 working days after the training completion date or grant an extension. The unit may request a one-time-only extension not exceeding 5 working days. The extension must be requested before the original, delinquency date. The extension will be signed by a commissioned officer in the unit's chain of command.

c. Turn-in quantities of live ammunition and adjusted residue must equal the amount drawn or a DA Form 5811-R must be initiated. Every effort must be made to collect all possible residue for turn in even when the nature of the training prevents total recovery. The first lieutenant colonel in the unit's chain of command will sign this form.

d. Reconciliation reports are required for each issue document when ammunition and/or explosives have been expended. This reconciliation report will effect a positive action to close each issue document on file at the ASP. The unit ammunition officer or unit commander will sign this report. The unit ammunition officer will have duty-appointment orders.

11-6. Special instructions for category I and category II munitions

a. A DA Form 5692-R (Ammunition Consumption Certificate) is required for security categories I and II ammunition and explosive items and firing systems consumed during training.

Note: This certificate is in addition to the certificate placed on the DA Form 581 used for turn in. The original copy of DA Form 5692-R will be attached to the turn-in document when it is submitted to the ASP.

b. Before training, DA Form 2203-R (Demolition Reconnaissance Record) will be prepared by each unit when explosives used in demolition, bulk explosives, and firing systems will be used. A demolition plan is not required for category I items, grenades, and mines. See appendix H for an example.

c. A copy of the training unit's DA Form 2203-R will be provided to range operations at the time the unit requests use of the range for training purposes. DA Form 2203-R is locally reproducible on 8 1/2-inch by 11-inch paper.

d. The training unit's DA Form 2203-R must be approved one level above the unit requesting explosives, but at not less than battalion level.

USARAK Regulation 350-5

- e. This plan will be used as a crosscheck against explosives reported as expended.
- f. Range operations will retain all training units' DA Forms 2203-R.
- g. Units conducting training will provide range operations the following: the time the range was opened and closed, type of training, type and amount of explosives consumed, firing systems types, amounts consumed, and a copy of the issue DA Form 581. This information will be provided to range operations at the time the range is closed. Range operations will record this information in a daily log.
- h. Range operations will compare amounts reported as consumed with the amounts indicated on the training unit's DA Form 2203-R. Any differences will be challenged within 1 working day.

11-7. Turn in completion

- a. When units exceed the 5-working-day turn in after completion of training without prior coordination, the ASP will initiate command notification and will not issue training ammunition to that unit until turn-in action is completed.
- b. After the using unit completes ammunition and residue turn in, the ASP gives signed copies of the DA Form 581 and DA Form 3151R (Ammunition Stores Slip) to the unit. The unit ammunition account holder will attach the following to the issue DA Form 581:
 - (1) The appropriate turn in DA Forms 581 (live and residue).
 - (2) All pertinent DA Forms 5515 (Training Ammunition Control Document).
 - (3) Supporting reconciliation documents.
 - (4) Other documents as required.
- c. Account holders will maintain the file under AR 25-400-2 as applicable.

Chapter 12

Authorization to Store Small Arms Training Ammunition in Unit Arms Rooms

12-1. Chapter reference

See AR 190-11 for more information about storing small arms training ammunition in unit arms rooms.

12-2. General

Per the above reference, commanders within USARAK are hereby authorized to store small arms ammunition issued for training within their respective arms rooms. The operational necessity for storage is not convenience, but for supporting range firing or to enhance security of the ammunition until expenditure or turn in to the ASP. The storage period will not normally be more than 72 hours. Extensions may be requested and approved in writing through the installation DOL, ammunition branch. Ammunition will be stored per AR 190-11, paragraph 4-2, USARPAC Supplement 1 to AR 190-11, and USARAK Regulation 190-1, appendix K (i.e., in a locked container separate from government/private owned arms or ammunition). Ammunition in storage will be accounted for per AR 710-2 and inventoried on the arms rooms daily physical count inventory (DA Form 2062 (Hand Receipt/Annex Number)).

12-3. Coordination

Commanders must coordinate with the DOL, ammunition quality assurance office (QASAS) at their respective posts to obtain an ammunition storage license before storing ammunition. Ammunition type and quantities authorized for storage are established by the DOL, QASAS.

12-4. Authorization applicability

This authorization is for small arms ammunition only. Pyrotechnics, smoke, simulators, high explosives, rockets, or any ammunition item in a hazard class/storage compatibility group other than 1.4S is expressly forbidden unless authorized by an explosive license issued per paragraph 3 above. Training ammunition not authorized for storage within unit arms rooms because of security category or hazard class will be secured within the installation ammunition holding area or the unit field ASP.

Note: Any questions concerning security/storage requirements for ammunition or explosives contact your respective installation provost marshal, physical security offices at Fort Wainwright/Fort Greely (353-7537) or Fort Richardson (384-0483) or the DOL, ammunition branches at Fort Wainwright (353-6517) or Fort Richardson (384-3225).

Chapter 13
Training Ammunition Management and Control Documents

13-1. Required documentation

Unit ammunition account holders must maintain the following management and control documents. Use these documents to manage training ammunition and missile authorizations, to control ammunition, missile, and residue issue until its return to the supporting ASP (see apps C and I).

- a. TAMIS authorization.
- b. DA Form 581.
- c. DA Form 2064 (Document Register for Supply Actions).
- d. DA Form 3151R.
- e. DA Form 5203 (DODIC Master/Lot Locator Record).
- f. DA Form 5515.

Chapter 14

Malfunction Reports

14-1. General

A malfunction is defined as the failure of an ammunition item to function as expected when fired or launched or when explosive components function during a nonfunctional test. Malfunctions include hang fires as well as abnormal or premature functions of explosive ammunition items, warheads, missiles, and rockets under normal handling, maintenance, storage, transportation, and tactical deployment.

14-2. Classification

a. Class A. A class-A malfunction is one that endangers life, material, or both. A class-A malfunction is capable of causing fatalities, serious injury, and destruction of or serious damage to the weapon or launcher under normal training or combat conditions.

b. Class B. All malfunctions other than class A are class B.

14-3. Malfunctions during firing

If there is a malfunction during firing, an immediate "cease fire" will be called and firing will not be resumed until a proper investigation is conducted. The following procedures will be followed:

a. Assist or administer aid to injured personnel.

b. Evacuate personnel from the immediate area if a possible hazardous condition exists.

c. Report the malfunction telephonically or by radio to range control and provide the following information:

(1) Malfunction class.

(2) Range location.

(3) Type, NSN, and ammunition-lot number of ammunition involved in the malfunction.

d. Do not disturb the immediate malfunction area (including equipment) before authorized personnel complete an on-site investigation. This does not preclude necessary safety and security actions regarding the malfunction site. The range officer in charge/range safety officer must ensure the area remains in an "as is" condition until the authorized investigators release the area. This cannot be overemphasized, as it makes it very difficult at best, to determine the cause of the malfunction.

e. Suspend all further firing on the site or range until range control authorizes resumption.

14-4. Notification procedures

a. Range control will immediately notify the DOL, QASAS and they, in turn, will contact a logistic assistance representative. The Safety Office, the 716th Ordnance Disposal Company (explosive ordnance detachment (EOD)), and the DOL, armament equipment specialists will be notified as determined by the DOL, QASAS.

b. Per AR 75-1, the range officer in charge will complete DA Form 4379 (Ammunition Malfunction Report) for conventional ammunition or DA Form 4379-1 (Missile and Rocket Malfunction Report) for missiles and rocket malfunctions. The report will be turned in with the unit's turn-in documentation or directly to the ASP or QASAS, depending on the situation.

USARAK Regulation 350-5

c. All duds, misfires, and malfunctions that meet or exceed AR 75-1, table B-1 will be reported by the range officer in charge or range safety officer.

14-5. Accidents

Accidents will be reported per AR 385-40. Accidents in which an ammunition malfunction is thought to be a direct or contributing factor will also be reported as a malfunction.

14-6. Incidents

Incidents involving ammunition and explosives will be handled per AR 5-5. Incidents in which ammunition malfunctions are thought to be a direct contributing factor will also be reported as a malfunction.

Chapter 15
Field Storage of Ammunition

15-1. General

The using unit may store training ammunition in vehicles or in a field storage area.

15-2. Criteria

Field storage of training ammunition is authorized only when—

- a. A perimeter barrier, either temporary or permanent, is maintained. A temporary barrier will be a minimum of 3 strands of concertina wire.
- b. On-duty or specifically appointed guard personnel provide continuous surveillance. See USARAK Regulation 190-1 for guard requirements as determined by weapons/ammunition secured.
- c. Security lighting is provided, if available, during hours of darkness or poor visibility.
- d. The area is posted as a restricted area.
- e. Access is denied to unauthorized personnel.
- f. Communications are provided for guard personnel (e.g., radio, telephone, etc.).
- g. The ammunition in field storage is inventoried every 24 hours. Report verified inventory shortages per AR 190-11/NGR 190-11, chapter 8 and submit appropriate serious incident reports. When more than one unit is using the same storage area, separate and identify training ammunition stocks by unit. Only one unit at a time is responsible for providing security for the field storage area.
- h. Per AR 710-2, paragraph 2-37d(2), units with ammunition on hand for more than 24 hours will utilize DA Form 3020-R (Magazine Data Card).

15-3. Open storage

Ammunition and explosives stored in the open should be protected to the extent possible from extreme weather conditions. As a minimum, ammunition and explosives should be stored on at least 3 inches of dunnage, on well-drained ground, and covered by fire-retardant tarpaulins. Units will ensure lot integrity is maintained for ammunition, as loss of lot integrity renders the ammunition unserviceable. Should extensive storage operations be undertaken, refer to DA Pamphlet 385-64, paragraph 15-5, Field Manual (FM) 9-13, FM 9-38, and USARAK Regulation 350-2.

15-4. Physical security

Law Enforcement Command's security management will conduct random physical security inspections of arms, ammunition, and explosives deployed in the field for training and operations. Results of these inspections will be briefed to the commander responsible for the security of the area inspected.

Chapter 16

Missile Firing Data Reports

16-1. Requirements

AR 700-19 requires the preparation and submission of a firing data report on the functioning characteristics of tube-launched, optically tracked, wire-guided (TOW), Dragon, and Stinger missiles during unit training and practice exercises. Missile-firing reports required by AR 700-19 will be submitted within 72 hours after system firing through command channels to: Commander, United States Army Missile Command, Attention: AMSMI-QS, Redstone Arsenal, Alabama 35898-5231, with an information copy furnished to Commander, USARPAC, Deputy Chief of Staff for Logistics, Munitions Division, Attention: APLG-MU, Fort Shafter, Hawaii 96858-5465.

16-2. Firing data recording forms

Forms for recording firing data on each missile system are available in AR 700-19 for local reproduction.

- a. DA Form 7212-R (Missile Firing Data Report (Stinger)).
- b. DA Form 7213-R (Missile Firing Data Report (Dragon and TOW)).

Note: The United States Army Missile Command will develop and publish a different form for Stingers in the near future.

16-3. Report responsibility

The scoring and analysis unit of the range command conducting the firing normally will make the respective reports. In the absence of such a unit, the report will be completed by the unit commander, the evaluator, or the system-test supervisor.

Chapter 17

Guided Missile and Large Rocket Ammunition Issues, Receipts, and Expenditure Reports

17-1. Submission requirements

a. Supply support activities (SSAs) will submit daily transactions on their unit guided missile and large rocket (GMLR) expenditures through SAAS when they are authorized the following missile systems, including trainers, training sets, and components—

(1) Stinger.

(2) Dragon.

(3) TOW.

b. Units authorized the missile systems listed above are required to submit a GMLR report when the status of a missile item changes (changes in status of issue, receipt, expenditure, or a change in serviceability). The policies and procedures for reporting changes in guided missile systems are in AR 700-19.

c. Deputy Chief of Staff for Logistics, Munitions Division is responsible for the submission of the Pacific Theater GMLR report as designated by Headquarters, DA. The MSC and SSAs will submit their monthly GMLR reports to reach Deputy Chief of Staff for Logistics, Munitions Division (APLG-MU) by the 1st working day of the month and will include the—

(1) NSN and DODIC.

(2) UIC of using unit.

(3) Quantity.

(4) Lot or serial number (Dragon, TOW, and Stinger by serial number, others by lot number).

(5) Status (on hand or fired).

17-2. Accountability

The ASP accountable officer will report all expenditures, receipts, and shipments of serial-numbered items recorded on the DOD Small Arms Serialization Program reporting system and furnish the expenditure report to the DOL, DOD Small Arms Serialization Program manager. ASPs and the DOD Small Arms Serialization Program manager will perform a quarterly reconciliation of serial numbers on hand. Correct discrepancies by furnishing the appropriate disposition paperwork or report of survey.

FOR THE COMMANDER:

OFFICIAL:

for [Signature]
JAMES E. RISELEY
LTC, SC
Director of Information Management

DAVID A. WOOD
COL, GS
Chief of Staff

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**Appendix A
References**

**Section I
Required References**

AR 5-5	(Army Studies and Analyses). Cited in paragraph 14-6.
AR 5-13	(Training Ammunition Management System) is cited in paragraph 3-1a.
AR 15-6	(Procedures for Investigating Officers and Boards of Officers). Cited in paragraphs 11-2h and 11-4b.
AR 25-400-2	(The Modern Army Recordkeeping System (MARKS)). Cited in paragraph 11-7b.
AR 75-1	(Malfunctions Involving Ammunition and Explosives). Cited in paragraph 14-4.
AR 190-11	(Physical Security of Arms, Ammunition and Explosives). Cited in paragraphs 10-3, 11-2h, 12-1, 12-2, 15-2g, C-6-11, I-1e, and paragraph I-4b.
AR 385-40	(Accident Reporting and Records). Cited in paragraph 14-5.
AR 385-63	(Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat (MCO P3570.1A)). Cited in paragraph C-4a.
AR 700-19	(U.S. Army Munitions Reporting Systems). Cited in paragraphs 16-1, 16-2, 17-1b, and I-4f.
AR 710-2	(Inventory Management Supply Policy Below the Wholesale Level). Cited in paragraphs 7-3e, 12-2, 14-2h, B-1a, B-3b and paragraph C-3c(2).
AR 735-5	(Policies and Procedures for Property Accountability). Cited in paragraphs 11-4c, I-2, I-4b, and I-2-33d.
CTA 50-909	(Field and Garrison Furnishings and Equipment). Cited in paragraphs 2-7g, 4-1, 4-2, and 6-1.
DA Pamphlet 350-38	(Standard in Weapons Training). Cited in paragraph 1-1d and paragraphs 1-1d, 3-1a, and 3-2b(3).
DA Pamphlet 710-2-1	(Using Unit Supply System (Manual Procedures)). Cited in paragraphs 1-5c, 11-4c, B-3a, C-2a(1), C-3, I-1g, I-3a, and I-5-2.
FM 5-250	(Explosives and Demolitions). Cited in paragraph C-3g(9).
FM 9-13	(Ammunition Handbook). Cited in paragraph 14-3.
FM 9-38	(Conventional Ammunition Unit Operations). Cited in paragraph 14-3.

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NGR 190-11	(Physical Security of Arms, Ammunition and Explosives). Cited in paragraphs 10-3b, 11-2h, and 14-2g.
Update 2-14	(Unit Supply Update). Cited in paragraphs 2-7a and C-4-13 and in paragraphs I-6-1d(10) I-16-2e(7).
USARPAC Regulation 700-3	(Ammunition Basic Loads). Cited in paragraphs 7-1 and 7-2c, and paragraphs 7-3 and C-1-33.
USARPAC Supplement 1 to AR 190-11	(Physical Security of Arms, Ammunition, and Explosives). Cited in paragraphs 12-2 and I-1e.
USARAK Regulation 190-1	(Physical Security Program). Cited in paragraphs 12-2 and 15-2b and paragraph I-1e.
USARAK Regulation 350-2	(United States Army Alaska Range Regulation). Cited in paragraphs 15-3 and C-3g.

Section II Referenced Forms

DA Form 581	(Request for Issue and Turn In of Ammunition). Cited in paragraphs 2-1l, 2-2a, 2-5, 2-7i, 4-2, 4-3d, 6-5, 7-3f, and 9-2, paragraphs 9-3, 10-1, 10-2, 11-1a, 11-2g, 11-4, 11-5a, and 11-6, paragraphs 11-7b, 13-1b. B-2, B-3, B-1-8, B-1-9, C-1b, C-2, C-3, C-4d, C-5c(3), C-1-1, and C-1-6, figures C-1-1 and C-1-2, paragraphs C-2-9, C-2-10, C-2-14, C-2-15, C-2-18, and C-3-9, paragraphs C-3-10, C-4-2, F-5, G-1, I-1, I-2, I-3b, and I-6, paragraphs I-1-1 and I-1-6, I-1-33a, figure I-1-1, paragraph 1-2-1 and paragraphs I-2-1, I-2-33, I-5-2, and I-5-3a.
DA Form 581-1	(Request for Issue and Turn In of Ammunition Continuation Sheet). Cited in paragraphs 10-2d, C-1-6, and I-1-6.
DA Form 1687	(Notice of Delegation of Authority - Receipt for Supplies). Cited in the summary statement, paragraphs 2-3b(10, 2-6c, 10-2c, 10-3d, and paragraphs C-2, C-1-14, and C-1-16, C-6-1, figure C-6-1, and paragraphs I-1-14 and I-1-16, I-1-19, I-1-33a, I-2-14, I-2-16, and paragraph I-2-19.
DA Form 2028	(Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.
DA Form 2062	(Hand Receipt/Annex Number). Cited in paragraph 12-2.
DA Form 2064	(Document Register for Supply Actions). Cited in paragraphs 13-1c, C-3, and C-2-1 and figure C-2-1.
DA Form 2203-R	(Demolition Reconnaissance Record). Cited in paragraph 11-6 and paragraph C-3(9) and figure H-1.
DA Form 3020-R	(Magazine Data Card). Cited in paragraph 15-2h.

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DA Form 3151R	(Ammunition Stores Slip). Cited in paragraphs 11-7b and 13-1d, paragraphs C-3e(1), I-6g, I-1-33a, I-2-22, I-2-33a, I-7-1, and paragraph I-7-5, and figure I-7-1.
DA Form 3265-R	(Explosive Ordnance Incident Report). Cited in paragraph 1-5a(2).
DA Form 3953	(Purchase Request and Commitment). Cited in paragraph 4-3.
DA Form 4379	(Ammunition Malfunction Report). Cited in paragraph 14-4b.
DA Form 4379-1	(Missile and Rocket Malfunction Report). Cited in paragraph 14-4b.
DA Form 5203	(DODIC Master/Lot Location Record). Cited in paragraph 13-1e, paragraphs B-1a, B-2, B-3, B-4, and B-1-1, figure B-1-1, and paragraph C-3-1 and figure C-3-1.
DA Form 5514-R	(TAMIS Training Ammunition Forecast Report). Cited in paragraphs 8-2 and 9-3, F-1, F-13 and figure F-1.
DA Form 5515	(Training Ammunition Control Document). Cited in paragraphs 11-7b, 13-1f, B-3a, C-3, C-3-9, C-3-10, C-4-1, C-4-2, and paragraph C-4-3, figure C-4-1, paragraph C-5-1, figure C-5-1, paragraph G-1, I-6f, and I-6-1, figure I-6-1, paragraph I-6-2 and figure I-6-2.
DA Form 5515-1	(Training Ammunition Control Document (Continuation Sheet)). Cited in paragraph C-4-3.
DA Form 5692-R	(Ammunition Consumption Certification). Cited in paragraphs 11-6, C-3g, I-4h(3), and I-6d and figure I-4-1.
DA Form 5811-R	(Certificate - Lost or Damaged Class 5 Ammunition Items). Cited in paragraphs 11-2f, 11-4c, 11-5c, C-3g(8), I-1e, I-4, I-6c, and paragraphs I-1-33b, and 1-2-33c, I-3-1 and I-3-2 and figure I-3-1.
DA Form 7212-R	(Missile Firing Data Report (Redeye/Stinger)). Cited in paragraph 16-2b.
DA Form 7213-R	(Missile Firing Data Report (Dragon and TOW)). Cited in paragraph 16-2a.
DA Form 7281-R	(Command Oriented Arms, Ammunition, & Explosives Security Screening and Evaluation Record). Cited in paragraph 10-3d and paragraphs C-2b and C-6-11.
USARAK Form 2	(Request for Check of Police Records). Cited in paragraph 10-3d.
USARAK Form 279	(Range or Training Area Request). Cited in paragraph C-4b.

Appendix B

Tracking Annual Authorizations

B-1. General

a. Per AR 710-2, commanders will ensure units do not forecast, draw, or expend more training ammunition than is required to meet training requirements and to remain within the TAMIS authorizations. When annual unit authorizations are received from higher headquarters, units may utilize DA Form 5203 for internal control of their authorizations. See enclosure B-1.

b. Internal control of annual, training-ammunition authorizations is the only tool the commander has to help plan and forecast ammunition throughout the year. Without an accurate account of his/her ammunition authorization, the commander is left in the dark about the logistical planning for his/her unit.

B-2. Ammunition accounts

Ammunition accounts are configured much like a bank checking or savings account. Initial amounts are identified and then additional increases or decreases are documented to show the overall amount of available ammunition. Entries within the annual, authorization register would be initial authorizations from higher headquarters. For TAMIS changes from the using unit to another or vice versa, and issue and turn ins—

a. Initial authorizations will come from the IAO/BAO or brigade in the form of a TAMIS control sheet as shown in appendix D. TAMIS changes involving the using unit and another unit or section will not be posted to the accounts without the TAMIS control sheet and memorandum cover sheet signed by both unit commanders signifying the intent.

b. DA Form 581 will be annotated to the annual, authorization-control register and the daily transaction register as shown in enclosure C-5.

c. All entries on the DA Form 5203 will be typed or written in blue or black ink unless otherwise specified. Drawing a single line through the incorrect entry and then legibly entering the correct information is sufficient for any corrections to the entries.

(1) Ink entries. All items will be typed or printed legibly in ink except the preposted quantities "GAIN QUANTITY," "LOSS QUANTITY," or "BALANCE ON HAND."

(2) Pencil entries. Pencil or erasable entries will be in the "GAIN QUANTITY," "LOSS QUANTITY," or "BALANCE ON HAND" when in the prepost or suspense category. This prepost amount is the amount the using unit is requesting to be issued or turned in as identified in block 20 of DA Form 581. This entry in block 20 of DA Form 581 is a temporary amount that may fluctuate, so an erasable entry on the DA Form 5203 allows for a more accurate account of the unit's annual amount. Once the DA Form 581 has been processed, the entry on block 23 will be permanently entered on the DA Form 5203 in ink. This is considered a post-post entry and cannot be changed.

B-3. Department of the Army Form 5203

Using the DA Form 5203 for both the daily (on hand) transactions and the annual transactions may cause some confusion, but close attention to detail can prevent errors. Listed below is an itemized description of one area that has the potential to be questionable.

a. DA Form 5203 daily (on hand) transaction. Per DA Pamphlet 710-2-1, this form is to be annotated every time a transaction (issue or turn in) is completed with an ASP. For example, a DA Form 581 requesting 1,600 rounds of A059 in block 20. This pre-post pencil entry would be a "GAIN QUANTITY" of 1,600 rounds and a "BALANCE ON HAND" of 1,600 in pencil. DA Form 581 later showed an actual issue

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of 1,680 rounds. The pre-posted pencil entries would be erased and ink entries made to show a "GAIN QUANTITY" of 1,680 and a "BALANCE ON HAND" of 1,680. Daily transactions show the exact path the issued ammunition takes from the ASP to the using units (through DA Form 5515) and the turn in of all residue or live turn in of unused ammunition. The final entry on the DA Form 5203 for any issue DA Form 581 should be 0 "BALANCE ON HAND." If not, the using unit has not closed (by turning in unused ammunition or residue) or reconciled that particular document.

b. DA Form 5203 (annual authorization document). Per AR 710-2, this document is to be used to track all actions pertaining to the unit's total amount of ammunition. For example, the initial ammunition authorized by USARAK on a TAMIS sheet is 100,000 rounds of A059. "BALANCE ON HAND" would be 100,000. The using unit requests 1,600 rounds on DA Form 581. The pre-post pencil entry would be 1,600 in the "LOSS QUANTITY" column with a pencil entry of 98,400 in the "BALANCE ON HAND" column. The completed DA Form 581 issue document shows an actual issue of 1,680 rounds. The pre-posted pencil entries in the "LOSS QUANTITY" and "BALANCE ON HAND" columns would be erased and ink entries made showing 1,680 as "LOSS QUANTITY" and 98,320 as "BALANCE ON HAND". If ammunition is turned in to the ASP or a TAMIS showing an increase in authorization, then this entry would be placed in the "GAIN QUANTITY" column with an increase in the "BALANCE ON HAND" column.

c. The area of confusion in using DA Form 5203 for both daily and annual transactions is that ammunition received from the ASP would be counted as a "GAIN QUANTITY" on the daily DA Form 5203 and as a "LOSS QUANTITY" on the annual DA Form 5203.

B-4. Benefits

By using the pre-post/post-post method, using units will be able to inform their commanders of exactly how much ammunition is available and audits with the IAO/BAO will be more accurate. Discrepancies will be easier to research and track by using the DA Form 5203 as the annual authorization document.

Enclosure B-1

Completion Instructions for Department of the Army Form 5203 as a Department of Defense Identification Code Master Record for Control of Annual Training Ammunition Authorizations

B-1-1. DA Form 5203 is prepared as shown in figure B-1-1 and the instructions below.

B-1-2. Form title. Draw a line through LOT LOCATOR RECORD in the form title.

B-1-3. BALANCE ON HAND and CC/LOC. Leave blank.

B-1-4. DATE. Enter the Julian date of the transaction posting.

B-1-5. DODAAC. Enter the unit designation.

B-1-6. TRANS CODE GAIN. Leave blank.

B-1-7. TRANS CODE LOSS. Leave blank.

B-1-8. GAIN QUANTITY. Enter the quantity of live ammunition "TAMISed" in to the account or turned in to the ASP on DA Form 581.

B-1-9. LOSS QUANTITY. Enter the quantity of live ammunition "TAMISed" out of the account or received from the ASP on DA Form 581.

B-1-10. BALANCE BROUGHT FORWARD. Enter the current adjusted amount per GAIN QUANTITY or LOSS QUANTITY columns.

B-1-11. REMARKS. Enter the unit designation.

B-1-12. DODIC. Enter the appropriate DODIC.

B-1-13. FSC/NSN. Enter the NSN for the DODIC.

B-1-14. DESCRIPTION. Enter the nomenclature.

B-1-15. Leave all other columns blank.

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DA FORM 5203, May 83

DODIC MASTER/LOT LOCATOR RECORD

For use of this form, see DA PAM 710-2-2; the proponent agency is TRADOC.

DA FORM 5203, May 83 DODIC MASTER/LOT LOCATOR RECORD							BALANCE ON HAND	CC LOC	CC LOC	CC LOC	CC LOC
DATE	DATE	DODAAC	TRANS CODE		GAIN QUANTITY	LOSS QUANTITY	BALANCE BROUGHT FORWARD				
	SERIAL		GAIN	LOSS							
4238		IAO			47,526		4752.6				
4361	4361 0500	FWA ASP				1,000	4652.6				
5037	5037 0500	FWA ASP				5,040	4148.6				
5059	5059 0500	FWA ASP			1,098		4258.4				
5059	5059 0500	FWA ASP				15,120	2746.4				
5074	5074 0500	FWA ASP			1,347		3881.1				
5065	5065 0500	FWA ASP				5,880	2293.1				
5083	5083 0500	FWA ASP			55		2298.6				
REMARKS							QD CLASS	NEW	U/I	U/PK	U/PRICE
							COMP GP	FS CAT	WGT/RD	WGT/PK	CUBE
HHC, 1st Brigade											
DODIC A059	FSC/NSN 1305-01-155-5459	DESCRIPTION CTG 5.56MM BALL F/A2					CC	LOT NO.			

Figure B-1-1. Department of the Army Form 5203
B-1-2

Appendix C
Requesting Procedures

C-1. General

a. Commanders must exercise strict control of requests, receipts, accountability, and the use of all ammunition items and ensure proper residue accountability.

b. Ammunition drawn from the ASP will be accounted for on DA Form 581. Ammunition drawn for basic load, contingency/operational load requirements, or guard purposes will be entered in unit property books for accountability and NSN and lot number control.

C-2. Requesting procedures

a. Units will—

(1) Use DA Form 581 to draw or turn in ammunition for training (as prescribed by DA Pam 710-2-1, chap 11 and this regulation).

(2) Prepare and process DA Form 581 (original and 5 copies) (see encl C-1) through normal channels to the ASP at least 5 working days ahead of the pick-up date, not including the pick-up day. When calculating the 5-day requirement, do not include national and USARAK holidays, weekends, or any announced ASP closures. Requests submitted 5 days or less before the pick-up date must be accompanied by a memorandum of justification for lateness signed by the first lieutenant colonel in the chain of command.

(3) Submit the basic load requirements and DA Form 581 (see fig C-1-1) for those items reflected on the unit's approved, authorization recapitulation through command channels.

(4) Request all document changes and/or cancellations, in writing, on a memorandum signed by the commander or ammunition officer and processed through normal channels to the ASP.

(5) Use DA Form 581 when requesting ammunition to be issued. The ASP will establish the pick-up time. A separate DA Form 581 will be prepared for each training event code (see app G).

(6) Indicate on the DA Form 581 a statement of justification if a requirement exists for a particular lot number to be issued. The ASP will attempt to meet the unit's request pending availability and condition of the lot requested.

(7) Authorization to receipt for ammunition is as follows:

(a) Only commissioned officers, warrant officers, or noncommissioned officers in the grade of sergeant first class and above can be delegated the authority to request ammunition. Both the requesting and approving authorities are required to provide DA Form 1687 to the ASP. DA Form 1687 will be valid for a period not to exceed 1 year and will be reviewed quarterly for accuracy. See enclosure C-2 for block-by-block instructions and an example of DA Form 1687.

(b) Classified ammunition must be received by a staff sergeant or above who is designated on the DA Form 1687 as being properly cleared to handle classified material. Category I and selected category II items will be signed for and in the custody of a 2-person team, staff sergeant or above. Other category II items will be signed for and in custody of a staff sergeant or above. These requirements will not be waived.

b. Commanders will ensure that all personnel who transport, request, and receive ammunition have a completed DA Form 7281-R (excluding local records check) before listing them on the DA Form 1687.

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The DA Form 1687 and DA Form 7281-R will be taken to the provost marshal office for a local records check and provost marshal office stamp. A provost marshal representative will sign the appropriate block of DA Form 7281-R.

C-3. Accountability upon receipt

a. Accountability.

(1) Accountability for basic load ammunition stored and maintained on stock records at the ASP will remain with the ASP. Basic load issued from the ASP to a requesting unit will be accounted for on unit property books per procedures in DA Pamphlet 710-2-1, chapters 4 and 5.

(2) Operational loads of class 5 supplies will be maintained on unit property books and controlled through hand-receipt procedures. See the procedures in this regulation and DA Pamphlet 710-2-1 that outline the use of DA Form 5203.

(3) When operational loads are issued for expenditure, the hand-receipt procedures outlined in DA Pamphlet 710-2-1, paragraphs 5-3 and 5-4 will be used.

(4) To account for training ammunition per this regulation and DA Pamphlet 710-2-1, units will use DA Form 5515 as a hand receipt for issuing ammunition from parent units to subordinate units, from one supervisory level to another, or from one person to several recipients. The DA Form 5515 will also be used as a turn-in document for unexpended ammunition and residue from the hand-receipt holder to the level that originally drew the ammunition from the ASP, when the training event is completed. See DA Pamphlet 710-2-1, figure 11-2 for documentation flow.

(5) The organization receiving the ammunition on DA Form 581 will maintain a copy of each subissue DA Form 5515 to provide an audit trail of expenditures and of all ammunition down to the first-line supervisor (sergeant or equivalent) closest to the soldiers who will fire the ammunition.

b. Unit basic and operational loads.

(1) The unit commander or designated representative (NCO, warrant officer, commissioned officer, or DOD civilian) will inventory ammunition by lot number and serial number (if assigned) and conduct a monthly serviceability check. Unit armorers will not do inventories, nor will the same person inventory twice in a row.

(2) Inventory procedures will be per DA Pamphlet 710-2-1, paragraph 9-11.

(3) The results of the inventory will be forwarded to the property book officer as part of the sensitive items inventory.

c. Control.

(1) Commanders must control the requests and uses of ammunition and components. No more than the required amount will be requested at one time. Additional requests for extended/or sustained range firing can be submitted as required.

(2) Units will establish internal controls, such as hand-receipt accountability per AR 710-2 and DA Pamphlet 710-2-1, for continuous accountability and responsibility for ammunition and components. The following applies:

(a) All munitions must be under continuous and positive control. Additionally, category I and category II munitions must be under constant surveillance or secured by an intrusion detection system.

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(b) Once drawn, ammunition usage by other than the drawing unit is authorized provided the original drawing unit representative retains the responsibility and accountability for the ammunition and residue. The unit drawing ammunition from the ASP will remain responsible for the return of unused ammunition or residue.

(c) Use DA Form 2064. (See encl C-3.)

d. Procedures for the use of the Training Ammunition Management Information System Authorization Report. This document is the base for maintaining a continuous, running balance of the remaining annual training authorization for the MSCs. Each MSC will formally inform their subordinate units of their portion of the MSC's authorization. Each MSC will make adjustments for changes in authorizations. The running balance will be made on the report itself or on an attached sheet of paper. Subordinate units will maintain running balances using the document given to them by their MSC or on an attached sheet of paper.

e. Procedures for using Department of the Army Form 2064 and Department of the Army Form 5203. Prepare a DA Form 5203 for each DODIC. When ammunition is received from the ASP, post receipts from the DA Form 581 to DA Form 2064 and DA Form 5203.

(1) On DA Form 2064, post the date and quantity received for the first item on DA Form 581. DA Form 3151R and DA Form 581 are to be maintained as supporting documentation.

(2) For each DODIC received, enter the date and quantity received on DA Form 5203. Enter the document number of the DA Form 581 and update the "BALANCE ON HAND." Refer to enclosure C-4 for detailed instructions for filling out these forms. These forms will be maintained in the visible files, in DODIC sequence.

(3) DA Form 2064 and DA Form 5203 will be posted as indicated in paragraph f below as a "LOSS QUANTITY" for issues on DA Form 5515, as a "GAIN QUANTITY" for items returned on DA Form 5515 and as a loss for those items turned in to the ASP on DA Form 581.

f. Procedures for use and preparation of Department of the Army Form 5515. See enclosure C-5 and enclosure C-6 for block-by-block instructions and examples of DA Form 5515.

(1) The DA Form 5515 is used as a hand receipt for issuing ammunition from the unit that received it from the ASP to its subordinate units, from one supervisory level to another, and from one person to several. The hand-receipt holder also uses the form as a turn-in document for unexpended ammunition and residue.

(2) The activity that maintains DA Form 5203 will assign the document number to the DA Form 5515 from the expendable-document register. Post the DA Form 5203 for all items on the DA Form 5515 with the date issued, document number, unit designation, quantity, and remaining on-hand balance.

(3) A different DA Form 5515 is used for each issue to subordinate levels, but is not used to issue ammunition lower than the first-line supervisor (for category I and category II items, sergeant or above) of the individuals who will be firing the ammunition. The document number will be placed on the original DA Form 5515 by the level receiving the ammunition from the ASP and will be perpetuated at each subordinate level.

(4) The activity that first issued the ammunition on DA Form 5515 will reconcile ammunition and residue returned against quantity drawn. Note all shortages, verify shortage statements, sign in the appropriate blocks, and post the document register as completed, and date completed. Post the quantity of live rounds turned in on the appropriate DA Form 5203.

(5) Additional subissues may be made utilizing the second part of the DA Form 5515 and additional DA Forms 5515. (See DA Pam 710-2-1, fig 11-12 for document flow.) The organization that receives

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ammunition issued on DA Form 581 will maintain a copy of each subissue DA Form 5515 to provide an audit trail of expenditures of all ammunition down to the first-line supervisor and return. A copy of each supporting DA Form 5515 will be attached to the issue DA Form 581.

g. Control of demolitions and components.

(1) Demolition items will be issued only to authorized explosive ordnance disposal, infantry, special forces, and combat engineer units. Exceptions will be submitted to the DPTSM, Training Division, ammunition branch through command channels. Explosives in this category include demolition charges, (C-4, trinitrotoluene (TNT), shape charges, catering charges, and dynamite), anti-personnel mines, antitank mines and firing devices, blasting caps, time fuzes, ignites, primers, and detonation cords.

(2) The unit range officer in charge (staff sergeant or above) will sign DA Form 581 or DA Form 5515 and control all items coded with a "T," as listed in DA Pamphlet 710-2-1.

(3) The unit range safety officer (staff sergeant or above) will certify the quantity drawn, the quantity consumed in training at the range, and the quantity to be returned.

(4) The unit range safety officer will personally observe placement of charges, actual detonation, and certify the quantity of all items expended. Use DA Form 5692-R for certification.

(5) A warrant officer 1 or above will perform the unit range safety officer duties at any training event requiring the expenditure of explosives at other than United States Army installations or when category I items are used in live-fire exercises (see USARAK Reg 350-2).

(6) The original copy of each certification expenditure will be attached to the turn-in document, DA Form 581 or DA Form 5515. The unit range safety officer will sign the expenditure statement block on DA Form 581, in block 28. The ASP will not clear units without the required certificates and signatures.

(7) The following policy applies to control of claymores, fragmentation grenades, and AT-4:

(a) Units authorized these items will forecast requirements and draw directly from the ASP.

(b) The unit range officer in charge will inventory and sign for the items from the responsible individual, control items, during training and re-inventory and sign residue and unexpended items to the responsible individual upon training completion.

(c) The unit range safety officer (staff sergeant or above) will certify the quantity drawn, the quantity consumed in training at the range and the quantity to be returned (see USARAK Reg 350-2).

(8) The original copy of each certification of expenditure will be attached to the DA Form 581 and provided to the ASP during the turn-in/reconciliation process. The ASP will not clear units without the required certification and a DA Form 5811-R for lost or damaged items. The DA Form 5811-R will be signed by a lieutenant colonel in the chain of command, indicating that appropriate action has been initiated to account for missing explosives. All category I missiles and rockets require a consumption certificate for each serial number. The missile firing data report for all missiles will accompany this certificate.

(9) Before training, a DA Form 2203-R plan will be prepared by each unit when explosives are used in demolitions, (i.e., C-4, dynamite, and TNT), bulk explosives, and firing systems. A demolition plan is not required for category I items, grenades, and mines. A copy of the unit DA Form 2203-R will be provided to range operations at the time the unit requests use of the range. This plan will be used as a crosscheck against explosives reported as expended. Preparation instructions for this report are contained in FM 5-250.

C-4. Requesting ammunition for overhead fire

- a. Only ammunition cleared by Armament Munitions and Chemicals Command will be issued for overhead fire. Overhead fire is conducted per AR 385-63.
- b. When overhead firing is desired, it must be annotated on the USARAK Form 279 (Range or Training Area Request), so that appropriate firing points may be assigned.
- c. If previously cleared ammunition lots become unsuitable for overhead fire before firing, the ASP will notify the unit, range control, and the installation DPTSM, Training Division immediately.
- d. If the ammunition requested is to be used for overhead fire, units must enter the statement: "To be used for overhead fire" in the remarks block of DA Form 581.

C-5. Unforecasted requests and procedures

- a. Unforecasted requests are changes to previously submitted forecasts less than 90 days in the future.
- b. Unforecasted requests will not be accepted by the installation DPTSM, Training Division, ammunition branch without a statement of justification signed by the major subordinate commander.
- c. Unforecasted requests will be approved/disapproved on a "fill or kill basis" and processed as follows:
 - (1) Unforecasted unit requests will not be considered if the MSC has forecasted ammunition remaining for the month. Once the MSC's monthly forecast for the item(s) is expended, the unforecasted ammunition request will be processed. Units will hand carry unforecasted requests signed by the unit commander to the MSC. The MSC will coordinate (i.e., telephonically or in person) with the IAO or BAO to determine whether the unforecasted request can be supported.
 - (2) The installation DPTSM, Training Division will approve an unforecasted request only after they have verified telephonically with the ASP that the unforecasted request is supportable from the excess ammunition on hand. If the request can be supported, the installation DPTSM, Training Division will notify the MSC, which will then approve the request.
 - (3) After approval by the MSC, the unit will hand carry the unforecasted request to the installation DPTSM, Training Division or the BAO at least 5 working days before the pick-up date. The DA Form 581 will be approved by the installation DPTSM, Training Division or the BAO and submitted to the ASP.
 - (4) If unforecasted items are not on hand above the 90-day requirement, the installation DPTSM, Training Division will determine which major activity account the items will be taken from, if any.

Enclosure C-1

Instructions for Completing Department of the Army Form 581

C-1-1. Prepare the DA Form 581 in six copies. DA Form 581 is prepared as shown in figures C-1-1 and C-1-2 and the instructions are listed below.

C-1-2. Block 1 (ISSUE). Mark with an "X."

C-1-3. Block 2 (TURN-IN). Leave blank.

C-1-4. Block 3 (DOCUMENT NO.). Enter unit document number and DODAAC.

C-1-5. Block 4 (LOCAL USE). Leave blank (ASP use only).

C-1-6. Block 5 (PAGE). Enter the total number of DA Forms 581 and DA Forms 581-1 with the same unit document number.

C-1-7. Block 6 (FOR LOCAL USE). Leave blank.

C-1-8. Block 7 (SEND TO). Enter "Accountable Officer, Fort Richardson/Wainwright ASP, Fort Richardson, Alaska 99505 or Fort Wainwright, Alaska 99703."

C-1-9. Block 8 (REQUEST FROM). Enter the unit, unit address, and UIC.

C-1-10. Block 9 (DATE MATERIEL REQUIRED (YYYYMMDD)). Enter date that the unit requests ammunition from the ASP.

C-1-11. Block 10 (PRIORITY). Enter applicable type of ammunition request: training basic load, operational load, or other special amount name.

C-1-12. Block 11 (ALLOCATION PERIOD). Enter the month for which the ammunition is forecasted or unforecasted (training or operational load only). For basic load, leave blank.

C-1-13. Block 12 (DODAAC). Enter the unit DODAAC.

C-1-14. Block 13a (REQUEST BY). Enter the requesting official's name and grade as indicated on the using unit's DA Form 1687.

C-1-15. Block 13b (DATE). Enter the Julian date the request is signed.

C-1-16. Block 13c (SIGNATURE). Enter the requesting official's signature as indicated on the using unit's DA Form 1687.

C-1-17. Block 14a (APPROVED BY). Enter name and grade of approving official (the IAO or the BAO).

C-1-18. Block 14b (DATE). Enter the Julian date the request is approved.

C-1-19. Block 14c (SIGNATURE). Enter the approving official's or the designated representative's signature (the IAO or BAO).

C-1-20. Block 15 (ITEM). Enter the item number.

C-1-21. Block 16 (DODIC). Enter the appropriate DODIC.

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C-1-22. Block 17 (NSN). Enter the first 4 digits (only) of the NSN.

C-1-23. Block 18 (NOMENCLATURE). Enter the proper nomenclature. Enter the words "Last Item" after the last entry.

C-1-24. Block 19 (UI). Enter the applicable unit of issue—ft, lb, ea, etc.

C-1-25. Block 20 (QTY REQUESTED/TURNED IN). Enter the quantity requested.

C-1-26. Block 21 (TEC). Enter the applicable training event code. Line through blank if a non-TAMIS item.

C-1-27. Block 22 (ACTION CODE). Enter the action code (NIS, IBL, TIS).

C-1-28. Block 23 (QTY ISSUED/RECEIVED). Leave blank (ASP use only).

C-1-29. Block 24 (LOT/SERIAL NO.). Leave blank (ASP use only).

C-1-30. Block 25 (CC). Leave blank (ASP use only).

C-1-31. Block 26 (POSTED BY). Leave blank (ASP use only).

C-1-32. Block 27 (DATE (YYYYMMDD)). Leave blank (ASP use only).

C-1-33. Block 28 (REMARKS). If—

a. The request is for training ammunition, enter the following: "Required for immediate expenditure. Quantities requested are within authorized allowance. Ammunition not required will be returned. Training dates: _____ through _____. The ammunition will be picked up by _____, telephone _____.

b. Training ammunition is to be used for overhead fire enter the following: "To be used for overhead fire, infiltration course, flanking, or close-support fire." Use appropriate statement if applicable. Underline in red.

c. The request is for basic load enter one of the following and underline in red: "Initial issue basic load" or "Required to replenish basic load." "Quantities are within authorized allowances: Authority: ____ (unit MTOE number)____, USARPAC Regulation 700-3. Location of Ammunition _____."

d. The request is for operational load ammunition enter "Quantities are within authorized allowances" or "Required for immediate expenditure within authorized allowances." Authority: ____ (CTA/MTOE number)____, USARPAC Regulation 700-3. Location of Ammunition _____."

C-1-34. Block 29 (RELATED DOCUMENT SERIAL NOS.). Leave blank.

C-1-35. Block 30a (ISSUED BY). Leave blank.

C-1-36. Block 30b (SIGNATURE). Leave blank.

C-1-37. Block 30c (DATE). Leave blank.

C-1-38. Block 31a (RECEIVED BY). Leave blank.

C-1-39. Block 31b (SIGNATURE). Leave blank.

C-1-40. Block 31c (DATE). Leave blank.

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C-1-41. Block 32 (TAMIS CONTROL NO.). Leave blank. Write "non-TAMIS" in for non-TAMIS items.
Example: "Grenade Bodies G811."

DA FORM 581, JUL 1999

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										1. ISSUE		X		3. DOCUMENT NO		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE													
For use of this form, see AR 710-2, the proponent agency's DCS LOG										2. TURN-IN				WCIQIM-5115-0001		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC													
7. SEND TO ASP Fort Richardson, Alaska 99505										8. REQUEST FROM 23d Engineer Company Fort Richardson, Alaska 99505										22 APR 01		APR 3RD QTR		WCIQIM									
										13a. REQUESTED BY		John Fuse, CPT, EN, CDR		13b. DATE		5115		13c. SIGNATURE															
										14a. APPROVED BY		Clarence Wiggs, IAO		14b. DATE		5115		14c. SIGNATURE															
										15. DODC		17. NSN		18. NOMENCLATURE		19. UI		20. QTY REQUESTED/TURNED IN		21. TEC		22. ACTION CODE		23. QTY ISSUED/RECEIVED		24. LOT/SERIAL NO		25. CC		26. POSTED BY		27. DATE (YYYYMMDD)	
1										A059		1305-		CTG 5.56MM BALL		EA		1680		FTX		TIS											
2										A131		1305-		CTG 7.62MM 4/1		EA		8000		FTX		TIS											
																		— LAST ITEM —															

Enclosure C-2

Completion Instructions for Department of the Army Form 1687 when used to Request Class 5 Items

C-2-1. DA Form 1687 is prepared as shown in figure C-2-1 and the instructions below.

C-2-2. Block 1 (DATE). Enter the calendar date the form is prepared.

C-2-3. Block 2 (AUTHORIZED REPRESENTATIVE(S)) ORGANIZATION RECEIVING SUPPLIES). Enter the name of the unit and, if prepared by a hand or subhand-receipt holder to delegate authority to request or receipt for ammunition items, the hand receipt number or name of the section involved.

C-2-4. Block 3 (AUTHORIZED REPRESENTATIVE(S)) LOCATION). Enter the name of the post on which the unit is located.

C-2-5. Block 4 (AUTHORIZED REPRESENTATIVE(S)) LAST NAME-FIRST NAME-MIDDLE INITIAL). Enter the name and rank of the authorized representative. Ensure that the rank of the representative matches the scope of responsibilities as prescribed in this regulation. Enter "NOT USED" on next available line after the lines that are used.

C-2-6. Block 5 (AUTHORIZED REPRESENTATIVE(S)) SOCIAL SECURITY NUMBER). Instead of a social security number, enter the date eligible to return from overseas.

C-2-7. Block 6 (AUTHORIZED REPRESENTATIVE(S)) (AUTHORITY) REQ). Enter "YES" in this block for each person authorized to request supplies. Otherwise, enter "NO."

C-2-8. Block 7 (AUTHORIZED REPRESENTATIVE(S)) (AUTHORITY) REC). Enter "YES" in this block for each person authorized to receipt for supplies. Otherwise, enter "NO."

C-2-9. Block 8 (AUTHORIZED REPRESENTATIVE(S)) SIGNATURE AND INITIALS). Enter the signature and initials of authorized representatives (authorization by responsible officer or accountable officer).

C-2-10. Block 9 (AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER).

a. DELEGATION TO. Enter an "X" in this box to show that the authorized representative is delegated to request/receipt for supplies. Enter the statement, "Requisition or receipt of class 5 supplies as indicated above."

b. WITHDRAWS FROM. Leave blank. Procedures for adding and deleting persons are not authorized for class 5 supplies.

C-2-11. Block 10 (REMARKS). Enter the ASP or other activity to which the form is being sent. Enter the statement: "Authorized representatives listed above have passed security screening required by AR 190-11." It must be stamped and initialed by the military police once DA Form 7281-R is completed by the provost marshal's office.

C-2-12. Block 11 (UNIT IDENTIFICATION CODE). Enter the UIC.

C-2-13. Block 12 (DODAAC/ACCOUNT NUMBER). Enter the unit DODAAC and any locally assigned account number.

C-2-14. Block 13 (LAST NAME-FIRST NAME-MIDDLE INITIAL). Enter the name of the responsible person.

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C-2-15. Block 14 (GRADE). Enter the grade or rank of the responsible person.

C-2-16. Block 15 (TELEPHONE NUMBER). Enter the telephone number of the responsible person.

C-2-17. Block 16 (EXPIRATION DATE). Enter expiration date of the card (not to exceed 1 year). Review cards quarterly for accuracy.

C-2-18. Block 17 (SIGNATURE). Enter the signature of the responsible person.

Note: Upon any element of data becoming outdated on this card, the entire card is no longer valid and will be replaced with a new card. The signatures (payroll) and initials will be written in ink. All entries, except the signature and initials will be typewritten while in garrison. In a field environment, you can either print in ink or type. No ink or correction fluid changes will be allowed.

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see DA PAM 710-2-1. The proponent agency is ODCSLOG.</i>				DATE 6 JAN 02	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES 23D ENGR CO		LOCATION FORT RICHARDSON, ALASKA (MRA)			
LAST NAME-FIRST NAME-MIDDLE INITIAL		SOCIAL SECURITY NUMBER	AUTHORITY REQ REC		SIGNATURE AND INITIALS
DOE, JOHN		CPT	DEROS 041014	YES YES	
MILLS, LONNIE R.		SFC	DEROS 050822	YES YES	
*****NOT USED*****					
AUTHORIZATION BY RESPONSIBLE OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO		THE PERSON(S) LISTED ABOVE, <input type="checkbox"/> WITHDRAWS FROM			
THE AUTHORITY TO: REQUISITION OR RECEIPT FOR CLASS 5 SUPPLIES AS INDICATED ABOVE.					
REMARKS ASP, FRA. "AUTHORIZED REPRESENTATIVE(S) LISTED ABOVE HAVE PASSED SECURITY SCREENING REQUIRED BY AR 190-11"					
ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE WHIT A		DODAAC/ACCOUNT NUMBER WC1QJM			
LAST NAME-FIRST NAME-MIDDLE INITIAL		GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE
DOE, JOHN		CPT	384-0841	5 JAN 04	

DA FORM 1687, JAN 82

EDITION OF DEC 87 IS OBSOLETE.

Figure C-2-1. Department of the Army Form 1687

Enclosure C-3

Completion Instructions for Department of the Army Form 2064

C-3-1. DA Form 2064 is prepared as shown in figure C-3-1 and the instructions below.

C-3-2. ELEMENT KEEPING THE REGISTER. Enter the unit name and location.

C-3-3. DOD ACTIVITY ADDRESS CODE. Enter the DODAAC.

C-3-4. UNIT IDENTIFICATION CODE. Enter the UIC.

C-3-5. PAGE NUMBER. Enter the page number; pages are numbered in sequence.

C-3-6. Block "a" (DATE). Enter the Julian date.

C-3-7. Block "b" (SERIAL). Enter the consecutive 4-digit document serial number. Restart the sequence at 0001 at the beginning of each day. Some units' serial numbers start as 1000; they would progress as 1000, 1001, 1002, etc. If they start as 0100, they would progress as 0100, 0101, 0102, etc. If they start as 0080, they would progress as 0080, 0081, 0082, etc.

C-3-8. Block "c" (DOCUMENT SENT TO). Enter ASP.

C-3-9. Block "d" (STOCK NUMBER). Enter the DOD ammunition code from the first item listed on DA Form 581.

C-3-10. Block "e" (NOUN). Enter the nomenclature of the first item listed on the DA Form 581.

C-3-11. Block "f" (REQUEST FOR). Enter the appropriate unit, i.e., "HHC, 111th" or "C Co, 111th".

C-3-12. Block "g" (PD). Leave blank.

C-3-13. Block "h" (INITIALS). Leave blank.

C-3-14. Block "i" (REQUEST). Enter the amount of the first item listed on the issue DA Form 581.

C-3-15. Block "j" (REC'D/TURN-IN). Enter the amount of the first item listed on the turn-in DA Form 581.

C-3-16. Blocks "k" (DUE IN). Leave blank.

C-3-17. Block "l" (DATE FOLLOW-UP DUE). Leave blank.

C-3-18. Block "m" (DATE COMPLETED). Enter the Julian date when the transactions of that particular DA Form 581 are complete.

C-3-19. Block "n" (REMARKS). Enter the ASP document number. It is optional, but for a quick reference, you may also enter "NIS" for an issue, "TIR" for a residue turn in or "TAR" for a live turn in.

C-3-2

Enclosure C-4

Completion Instructions for Department of the Army Form 5203 as a Department of Defense Identification Code Master Record for Control of Training Ammunition

C-4-1. DA Form 5203 is prepared as shown in figure C-4-1 and the instructions below.

C-4-2. Block 1 (FORM TITLE). Draw a line through "LOT LOCATOR RECORD" in the form title.

C-4-3. Block 2 ((BALANCE ON HAND) CC/LOC). Leave these blocks blank.

C-4-4. Block 3 (DATE). Enter the Julian date of the transaction posting.

C-4-5. Block 4 (DATE/SERIAL). Enter the Julian date and serial number of the transaction document number.

C-4-6. Block 5 (DODAAC). Enter the unit designation.

C-4-7. Block 6 ((TRANS CODE) GAIN). Leave this block blank.

C-4-8. Block 7 ((TRANS CODE) LOSS). Leave this block blank.

C-4-9. Block 8 (GAIN QUANTITY). Enter the quantity of live ammunition received from the DA Form 581 or issued on DA Form 5515.

C-4-10. Block 9 (LOSS QUANTITY). Enter the quantity of live ammunition turned in on DA Form 581 or issued on DA Form 5515.

C-4-11. Block 10 (BALANCE BROUGHT FORWARD). Enter the current adjusted amount per GAIN QUANTITY or LOSS QUANTITY columns.

C-4-12. Block 11 (REMARKS). Enter the unit designation.

C-4-13. Block 12 (DODIC). Enter the DODIC.

C-4-14. Block 13 (FSC/NSN). Enter the NSN.

C-4-15. Block 14 (DESCRIPTION). Enter the nomenclature.

C-4-16. Remaining columns of blocks. Leave all other columns or blocks blank.

Enclosure C-5

Completion Instructions for Department of the Army Form 5515 when used as a Subissue

C-5-1. DA Form 5515 is prepared as shown in figure C-5-1 and the instructions below.

C-5-2. Block 1 (DOCUMENT NUMBER). The activity that draws the ammunition from the ASP on DA Form 581 enters a document number from the expendable document register. Each subsequent issuer uses the same document number when preparing DA Forms 5515 to further issue the training ammunition. Enter the document number obtained from the issue DA Form 581. The issuing authority will add an alpha suffix code to the document number for each subissue.

C-5-3. Block 2 (PAGE). Enter the total number of DA Forms 5515 and DA Forms 5515-1 (Training Ammunition Control Document (Continuation Sheet)) with this document number.

C-5-4. Block 3 (DOCUMENT SERIAL NO.). Not applicable.

C-5-5. Block 4 ((SECTION A) (FROM)). Enter the name and address of subissuing activity.

C-5-6. Block 5 ((SECTION A) (TO)). Enter the subreceiving activity name and address.

C-5-7. Block 6 ((SECTION A) (DATE ISSUED)). Enter the calendar subissue date.

C-5-8. Block 7 ((SECTION A) (DATE TURNED IN)). Leave blank.

C-5-9. Block 8 ((SECTION A) (ITEM)). Enter the item number.

C-5-10. Block 9 ((SECTION A) (DODIC/NOMENCLATURE)). Enter the DODIC and the item nomenclature. Enter the words "Last Item" after the last entry.

C-5-11. Block 10 ((SECTION A) (LOT/SERIAL NUMBER)). Enter the lot number. Also enter the serial number for each item having one.

C-5-12. Block 11 ((SECTION A) (QTY. ISSUED)). Enter the quantity issued.

C-5-13. Block 12 ((SECTION A) (QTY. RESIDUE REQUIRED)). Enter the nomenclature and amount of residue required to be returned. Residue return requirements are in Update 2-14, table L.

C-5-14. Block 13 ((SECTION A) (QTY. RESIDUE TURNED-IN)). Leave blank.

C-5-15. Block 14 ((SECTION A) (QTY. LIVE TURNED-IN)). Leave blank.

C-5-16. Block 15 ((SECTION A) (ISSUED BY)). The individual making the subissue will sign their payroll signature in this block.

C-5-17. Block 16 ((SECTION A) (RECEIVED BY)). The individual receiving the subissue will sign their payroll signature in this block.

C-5-18. (SECTION A) Block "17" (TURNED-IN BY). Leave blank.

C-5-19. Block 18 ((SECTION A) (RECEIVED BY)). Leave blank.

C-5-20. Block 19a ((SECTION A) (BRIEFED BY)) and Block 19b (DATE). Complete these blocks when ammunition is subissued or issued for consumption. The individual conducting the briefing will sign his/her payroll signature and enter the calendar date of the briefing.

USARAK Regulation 350-5

C-5-21. Block 20 a ((SECTION A) (BRIEFED BY)) and Block 20b (DATE). Leave blank.

C-5-22. Block 21a ((SECTION A) (VERIFIED BY)) and Block 21b (DATE). Leave blank.

C-5-23. Block 22a ((SECTION A) (INSPECTED BY)) Block 22b (DATE). Leave blank.

C-5-24. Block 23 ((SECTION B) (FROM)). Leave blank.

C-5-25. Block 24 ((SECTION B) (TO)). Leave blank.

C-5-26. Block 25 ((SECTION B) (DATE ISSUED)). Leave blank.

C-5-27. Block 26 ((SECTION B) (DATE TURNED-IN)). Leave blank.

C-5-28. Block 27 ((SECTION B) (QTY. ISSUED)). Leave blank.

C-5-29. Block 28 ((SECTION B) (QTY. RESIDUE REQUIRED)). Leave blank.

C-5-30. Block 29 ((SECTION B) (QTY. RESIDUE TURNED-IN)). Leave blank.

C-5-31. Block 30 ((SECTION B) (QTY. LIVE TURNED-IN)). Leave blank.

C-5-32. Block 31 ((SECTION B) (ISSUED BY)). Leave blank.

C-5-33. Block 32 ((SECTION B) (RECEIVED BY)). Leave blank.

C-5-34. Block 33 ((SECTION B) (TURNED-IN BY)). Leave blank.

C-5-35. Block 24 ((SECTION B) (RECEIVED BY)). Leave blank.

C-5-36. Block 35a ((SECTION B) (BRIEFED BY)) and Block 35b (DATE). Leave blank.

C-5-37. Block 36a ((SECTION B) (BRIEFED BY)) and Block 36b (DATE). Leave blank.

C-5-38. Block 37a ((SECTION B) (VERIFIED BY)) and Block 37b (DATE). Leave blank.

C-5-39. Block 38a ((SECTION B) (INSPECTED BY)) and Block 38b (DATE). Leave blank.

C-5-40. Block 39 ((SECTION B) (REMARKS)). Enter all related document serial numbers.

C-5-3

Enclosure C-6

Completion Instructions for Department of the Army Form 5515 when used as a Subissue (Subsequent Issuer)

C-6-1. DA Form 5515 is prepared as shown in figure C-6-1 and the instructions below.

C-6-2. Block 1 (DOCUMENT NUMBER). Previously completed.

C-6-3. Block 2 (PAGE). Enter the page number; pages are numbered in sequence.

C-6-4. Block 3 (DOCUMENT SERIAL NUMBER). Not applicable.

C-6-5. Block 4 ((SECTION A) (FROM)). Previously completed.

C-6-6. Block 5 ((SECTION A) (TO)). Previously completed.

C-6-7. Block 6 ((SECTION A) (DATE ISSUED)). Previously completed.

C-6-8. Block 7 ((SECTION A) (DATE TURNED IN)). Leave blank.

C-6-9. Block 8 ((SECTION A) (ITEM)). Previously completed.

C-6-10. Block 9 ((SECTION A) (DODIC/NOMENCLATURE)). Previously completed.

C-6-11. Block 10 ((SECTION A) (LOT/SERIAL NUMBER)). Previously completed.

C-6-12. Block 11 ((SECTION A) (QTY. ISSUED)). Previously completed.

C-6-13. Block 12 ((SECTION A) (QTY. RESIDUE REQUIRED)). Previously completed.

C-6-14. Block 13 ((SECTION A) (QTY. RESIDUE TURNED IN)). Leave blank.

C-6-15. Block 14 ((SECTION A) (QTY. LIVE TURNED IN)). Leave blank.

C-6-16. Block 15 ((SECTION A) (ISSUED BY)). Previously completed.

C-6-17. Block 16 ((SECTION A) (RECEIVED BY)). Previously completed.

C-6-18. Block 17 ((SECTION A) (TURNED-IN BY)). Leave blank.

C-6-19. Block 18 ((SECTION A) (RECEIVED BY)). Leave blank.

C-6-20. Block 19a ((SECTION A) (BRIEFED BY)) and Block 19b (DATE). Previously completed.

C-6-21. Block 20a ((SECTION A) (BRIEFED BY)) and Block 20b (DATE). Leave blank.

C-6-22. Block 21a ((SECTION A) (VERIFIED BY)) and Block 21b (DATE). Leave blank.

C-6-23. Block 22a ((SECTION A) (INSPECTED BY)) and Block 22b (DATE). Leave blank.

C-6-24. Block 23 ((SECTION B) (FROM)). Enter the secondary subissuing name and address.

C-6-25. Block 24 ((SECTION B) (TO)). Enter the secondary subreceiving activity name and address.

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C-6-26. Block 25 ((SECTION B) (DATE ISSUED)). Enter the calendar date of unit subissue.

C-6-27. Block 26 ((SECTION B) (DATE TURNED IN)). Leave blank.

C-6-28. Block 27 ((SECTION B) (QTY. ISSUED)). Enter the quantity issued.

C-6-29. Block 28 ((SECTION B) (QTY. RESIDUE REQUIRED)). Enter the nomenclature and the amount required to be returned.

C-6-30. Block 29 ((SECTION B) (QTY. RESIDUE TURNED IN)). Leave blank.

C-6-31. Block 30 ((SECTION B) (QTY. LIVE TURNED IN)). Leave blank.

C-6-32. Block 31 ((SECTION B) (ISSUE BY)). The individual making secondary subissue will sign their payroll signature in this block.

C-6-33. Block 32 ((SECTION B) (RECEIVED BY)). The individual receiving secondary subissue will sign their payroll signature in this block.

C-6-34. Block 33 ((SECTION B) (TURNED-IN BY)). Leave blank.

C-6-35. Block 34 ((SECTION B) (RECEIVED BY)). Leave blank.

C-6-36. Block 35a ((SECTION B) (BRIEFED BY)) and Block 35b (DATE). Complete this block when ammunition is further subissued or issued for consumption. The individual conducting the briefing will sign his/her payroll signature and enter the calendar date of the briefing.

C-6-37. Block 36a ((SECTION B) (BRIEFED BY)) and Block 36b (DATE). Leave blank.

C-6-38. Block 37a ((SECTION B) (VERIFIED BY)) and Block 37b (DATE). Leave blank.

C-6-39. Block 38a ((SECTION B) (INSPECTED BY)) and Block 38b (DATE). Leave blank.

C-6-40. Block 39 ((SECTION B) (REMARKS)). Enter all related document serial numbers.

Figure C-6-1. Department of the Army Form 5515

[illegible]

DA FORM 5515, AUG 89

EDITION OF APR 85 IS OBSOLETE

Appendix D
Fiscal Year Authorization Change Request

1. Unit/UIC: _____ 3. Date: _____

2. Item nomenclature: _____ 4. DODIC: _____

5. Authorization/expenditure factors (input appropriate quantities for the past 4 fiscal years, if known):

_____ FY _____ FY _____ FY _____ FY

Authorization: _____ Expenditure: _____

6. Justification.

a. STRAC item.

(1) TRC A: _____

(2) STRAC Standard for Category I: _____

STRAC Standard for Category II: _____

(This should be a quantity total by category, when appropriate.)

(3) Weapons density for Category I: _____

Weapons density for Category II: _____

(This should be a quantity total by category, when appropriate.)

(4) Total STRAC requirement (multiply para 5a(2) by 5a(3)): _____

Plus non-STRAC requirement: _____

(5) Justification for non-STRAC requirement stated in paragraph 5a(4): _____

(6) Total requirement (from para 5a(4) above): _____

b. Non-STRAC item.

(1) Training guidance/standard (includes reference): _____

(2) Basis for requirement (number of weapons, individuals, etc.): _____

(3) Total requirement: _____

7. Impact if not resourced to desired level (must specifically identify if the STRAC standard can be met and if it cannot, why not): _____

8. Point of contact/telephone number: _____

ALL BLOCKS IN APPROPRIATE PARAGRAPHS MUST BE COMPLETED FOR CONSIDERATION. FAILURE TO
FILL IN ALL APPROPRIATE BLOCKS WILL RESULT IN NO AUTHORIZATION INCREASE!

SIGNATURE BLOCK
APPROVING AUTHORITY

Figure D-1. Fiscal Year Authorization Change Request

USARAK Regulation 350-5

TAMISI XLS

THRU APVR-RPTM-T
BRIGADE AMMUNITION OFFICE

IAO/BAO CONTROL NUMBER _____

DATE 21 AUG 01

LOSING UNIT: **INITIAL FY01 AUTH**
UIC: _____
BREAK CODE: _____

GAINING UNIT: **NCBA**
UIC: **W330AA**
BREAK CODE: **948**

ADD, CHANGE, DELETE

ADD, CHANGE, DELETE

CODE	DODIC	CURRENT AUTH	DECREASE	NEW AUTH	CODE	DODIC	CURRENT AUTH	INCREASE	NEW AUTH
		A	0	0	A	A010	0	400	400
		0	0	0	A	A059	0	5,000	5,000
		0	0	0	A	A063	0	1,680	1,680
		0	0	0	A	A080	0	200,000	200,000
		0	0	0	A	A111	0	75,000	75,000
		0	0	0	A	G930	0	100	100
		0	0	0	A	G945	0	200	200
		0	0	0	A	G950	0	50	50
		0	0	0	A	G955	0	75	75
		0	0	0	A	G963	0	20	20
		0	0	0	A	L495	0	68	68
		0	0	0	A	L594	0	200	200
		0	0	0	A	L598	0	75	75
		0	0	0	A	L599	0	100	100

VERIFIED BY:

REMARKS:

FY01 INITIAL AUTHORIZATIONS
21 Aug 01

TRANSMITTED BY:

RECEIVED BY:

Figure D-2. Training Ammunition Management Information System control sheet

Appendix E Unit Identification Codes for Support Units

947						
4/11th Field Artillery	WASNAA	FWA		138th Medical Detachment	WBS6AA	FWA
572d Military Intelligence Battalion	WBVGAA	FWA		1/17th Infantry	WH9QAA	FWA
21st Signal Company	WCFPAA	FRA		1-501st Parachute Infantry Regiment	WH9RAA	FRA
562d Engineer Battalion	WD77AA	FWA		2/1st Infantry Battalion	WH9SAA	FWA
HHC, 172d SIB	WD8XAA	FWA		E Troop, 1st Cavalry	WH0VAA	FWA
172d Support Battalion	WDPRAA	FWA				
948						
Noncommissioned Officers Academy	W330AA	FRA		138th Medical Detachment	WBS6AA	FWA
Military Police (FRA)	W49211	FRA		203d Personnel Service Battalion	WC1PAA	FWA
Military Police (FWA)	W49221	FWA		68th Infantry Detachment	WCY3AA	FWA
Military Police (FGA)	W49231	FGA		4/123d Aviation Battalion	WHT7AA	FWA
Special Troops Battalion	W4UJ11	FRA		23d Aviation Detachment	WE2EAA	FWA
20th Public Affairs Detachment	WDP3AA	FRA		283d Medical Detachment	WBSZAA	FWA
Headquarters (FWA)	W4UJ21	FWA		Army Band	WEPJAA	FWA
Headquarters (FGA)	W4UJ31	FGA		98th Maintenance Company	WEV8AA	FRA
Northern Warfare Training Center	W45JAA	FGA		267th Finance Support Battalion	WGR8AA	FRA
Aviation Company (FGA)	W4UJ33	FGA		C/84th Engineer Company	WH1TAA	FRA
1984th USA Hospital	W7UEAA	FWA		864th Engineer Company	WHXMAA	FWA
716th Ordnance Disposal Company	WB77AA	FRA		1102d Garrison Support Unit	WRYDAA	FRA
949						
Command Reserve	W4UJAA	FRA				
020						
Alaska Army National Guard:						
State Area Command-Alaska (AMA)	W8AU04	FRA		207th Infantry Group	WVB3AA	Anch
State Area Command-Alaska	W8AUAA	Anch		297th Support Battalion	WYEZAA	Wasilla
1/297th Infantry (Scout)	WP53AA	Nome		207th Aviation Battalion	WYKKAA	FRA
2/297th Infantry (Scout)	WP54AA	Bethel		3/297th Infantry	WYQ5AA	FRA
134th Public Affairs Division	WQE4AA	Anch				
Junior Reserve Officers' Training Corps:						
Bartlett High School	WINW37	Anch		East High School	WINW60	Anch
Dimond High School	WINW66	Anch		Wasilla High School	WINW2X	Wasilla
Senior Reserve Officers' Training Corps:						
University of Alaska Fairbanks	WINVO1	FWA				
Tenant Units:						
Central Intelligence Division (FRA)	W3LF13	FRA		507th Signal Company	WJEKAA	FGA
						All posts
Central Intelligence Division (FWA)	W3LF20	FWA		MEDDAC/DENTAC	WOEEAA	
59th Signal Battalion	WHBVAA	FRA		Cold Regions Test Center	WO41AA	FGA
408th Signal Company	WJELAA	FWA				
Legend: Anch—Anchorage, DENTAC—Dental Activity; FGA—Fort Greely; FRA—Fort Richardson; FWA—Fort Wainwright; HHC—Headquarters and Company; MEDDAC—Medical Department Activity						

Appendix F

Instructions for Preparation of Department of the Army Form 5514-R

F-1. DA Form 5514-R is prepared as shown in figure F-1 and the instructions below.

F-2. Block 1 (CREATION DATE:). Enter the date the report was created.

F-3. Block 2 (UIC). Enter the name and UIC of the unit completing the report. The MSC will also enter their assigned UIC.

F-4. Block 3 (LOCATION). Enter the name of the post on which the reporting unit is stationed.

F-5. Block 4 (THRU: SIGNATURE) (on left). Enter the address of the intermediate command or office the report must go through (if applicable). This will be the address of the office responsible for approving ammunition requests (DA Form 581, block 14a). Enter the signature of the "thru" addressee, if applicable.

F-6. Block 5 (THRU: SIGNATURE) (on right). Enter the address of the major command and the addressee. Include the telephone number of the UIC point of contact.

F-7. Block 5 (TO). Enter the address of the command or office to which the report is made. Enter "Installation Ammunition Office, DPTSM, Training Branch."

F-8. Block "a" through Block "l." Enter the 3-character abbreviation for the name of the first through twelfth month covered by the report. Do not include the month that the report is created; e.g., a report prepared 10 April 1994 would report forecast quantities for 1 May 1994 through 30 April 1995. In the columns under these blocks, enter the quantities by DODIC and support SSA forecasted for expenditure for each month. Ensure the total quantity of ammunition by DODIC forecasted for the current fiscal year does not exceed current authorization. Current authorization does not apply to quantities forecasted in months of the next fiscal year.

F-9. Block "m." Enter the DODIC for the ammunition item authorized in alphanumeric code (e.g., A071, B568, G881, etc.).

F-10. Block "n." Enter authorized quantity as contained in TAMIS.

F-11. Block "o." Subtract expenditures from authorized quantity and record the remaining quantity in this block.

F-12. Block "P1" through Block "P5." Enter the number designation of the ammunition SSA from which the unit will receive the ammunition. The SSA designation for Fort Richardson is 12 and for Fort Wainwright is 43.

F-13. The blank block under Blocks "m," "n," and "o." These blocks are used to indicate special requirements, such as off post or information (e.g., for "overhead fire only," "night infiltration," etc.) and months of this training or day of the month the specific item/items are required to be on the ground.

Note: A separate forecast will be made out for any off-post requirements. One copy of the completed DA Form 5514-R will be provided to the Installation DPTSM, Training Branch on or before the 20th calendar day of each month, 90 days before the month the ammunition is to be picked up.

USARAK Regulation 350-5

TAMIS TRAINING AMMUNITION FORECAST REPORT										RCS: CSGLD-1941						
FOR USE OF THIS FORM, SEE DA PAM 710-2-1; THE PROPONENT AGENCY IS DCSLOG.										CREATION DATE: 10 April 1999						
UIC: 23d Engineer Company, WH1TAA LOCATION: Fort Richardson, Alaska THRU: SIGNATURE IAO or BAO										THRU: SIGNATURE James Doe, Training Officer, ASP, S3 TO: Installation Ammunition Office DPTSM, Training Branch Fort Richardson, Alaska						
DODIC	AUTH QTY	REMAIN QTY	ASP	1st MON <i>a</i>	2nd MON <i>b</i>	3rd MON <i>c</i>	4th MON <i>d</i>	5th MON <i>e</i>	6th MON <i>f</i>	7th MON <i>g</i>	8th MON <i>h</i>	9th MON <i>i</i>	10th MON <i>j</i>	11th MON <i>k</i>	12th MON <i>l</i>	
<i>m</i> A059	<i>n</i> 23000	<i>o</i> 13000	<i>P1</i> 12	5000	0	5000	0	3000	0	2000	0	0	8000	0	2000	
			<i>P2</i>													
			<i>P3</i>													
			<i>P4</i>													
			<i>P5</i>													
<i>m</i> A063	<i>n</i> 8000	<i>o</i> 5000	<i>P1</i> 12	1500	0		0	2000	0	1000	0	0	2000	0	500	
			<i>P2</i>													
			<i>P3</i>													
			<i>P4</i>													
			<i>P5</i>													
<i>m</i> A080	<i>n</i> 30000	<i>o</i> 10000	<i>P1</i> 12	0	5000	0	5000	0	0	0	0	0	5000	0	5000	
			<i>P2</i>													
			<i>P3</i>													
			<i>P4</i>													
			<i>P5</i>													
<i>m</i> A111	<i>n</i> 20000	<i>o</i> 5000	<i>P1</i> 12	0	2500	0	2500	0	0	0	0	0	5000	0	5000	
			<i>P2</i>													
			<i>P3</i>													
			<i>P4</i>													
			<i>P5</i>													

DA FORM 5514-R, APR 86

Figure F-1. Department of the Army Form 5514-R

Appendix G

Training Event Codes

G-1. When requesting training ammunition, enter training event codes on the DA Form 581 to describe intended use of the ammunition. When turning in training ammunition, enter training event codes on the DA Form 5515 and DA Form 581 to describe the actual use of the ammunition. Training event codes are shown in table G-1.

G-2. Training event codes are either 2- or 3-character codes. Where appropriate, 2-character codes are expanded to 3-character codes by adding a suffix to more fully describe the training event. For example, if ammunition items were expended for rifle qualification, the training event code is "BTQ," not "BT." The training event code suffixes are shown at the end of table G-1.

Table G-1	
Training event codes	
Code	Explanation
General	
ABP	Airborne/Path Finder
AQ1	Aircraft Qualification AH-1
AQ6	Aircraft Qualification AH-64
AQI	Aircraft Qualification Instructor Pilot
AQM	Aircraft Qualification Memorandum of Instruction Instructor
AQS	Aircraft Qualification Scout
AT	Advanced Individual Training
BN	Basic Noncommissioned Officer Course
BT	Basic Combat Training/Basic
CO	Cohort Training
DS	Drill Sergeant Training
FBI	Federal Bureau of Investigation Training
IMP	Infantry Mortar Platoon Leader
IRP	Individual Ready Reserve Premobilization
ITV	Interim Tow Vehicle
JR	Junior Reserve Officers' Training Corps Program
MA	United States Military Academy Training
MG	Master Gunnery Training
MGT	Master Gunnery Transition
NC	Noncommissioned Officer Advanced Course
NO	Noncommissioned Officer Academy
OA	Officer Advanced Course
OB	Officer Basic Course
OC	Officer Candidate School
OS	One Station Unit Training
PCC	Pre-Command Course
PLC	Primary Leadership Development Course
PP	Permanent Party Training
RCP	Infantry Reserve Component Professional Refresher

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Table G-1
Training event codes—Continued

Code	Explanation
RCS	United States Army Reserve School
RGL	Ranger, Light Leader, Long Range Reconnaissance
SC	Senior Reserve Officers' Training Corps Summer Training
SR	Other Senior Reserve Officers' Training Corps Training
TCC	Tank Commanders' Certification Course
Field Training	
BFX	Brigade Field Exercise
BNX	Battalion Field Exercise
CAL	Combined Arms Live Fire Exercise
CFX	Corps Field Exercise
COX	Company Field Exercise
CTX	Combined Training Exercise
DFX	Division Field Exercise
DPX	Deployment Exercise
FCX	Fire Coordination Exercise
FTX	Field Training Exercise
GQT	Gunnery Simulation Training
GST	Gunnery Simulation Training
JFX	Joint or Combined Field Exercises
JTX	Command Field Exercise
LFX	Live Fire Exercise
Competitive Marksmanship	
CMK	Competitive Marksmanship
Unit Training	
R1	TRC-A Training Under an Approved AMTP
R2	TRC-B Training Under an Approved AMTP
R3	TRC-C Training Under an Approved AMTP
R4	TRC-D Training for United States Army Reserve Training Division
E1	TRC-A External AMTP Evaluation
E-2	TRC-B External AMTP Evaluation
E-3	TRC-C External AMTP Evaluation
Suffixes	
S	Engagement simulation training, including Multiple Integrated Laser Engagement System
Q	Qualification and/or familiarization with weapons and weapons systems (less tank gunnery and aerial gunnery training)
T	Tank gunnery training, including annual qualification, preparatory training for annual qualification and "off-season" gunnery if applicable
A	Aerial gunnery

Appendix H
Department of the Army Form 2203-R

DEMOLITION RECONNAISSANCE RECORD For use of this form, see FM 5-250; the proponent agency is TRADOC					
SECTION I - GENERAL					
1. FILE NO. 103-86-15		NAME AND RANK		ORGANIZATION	
2. DEMOLITION RECON REPORT NO. 86-15		5	RECON ORDERED BY	SHAYER, LTC	
3. DATE 7 JAN 02		4. TIME 1630	6	PARTY LEADER	DURAE, SSG
7. MAP INFORMATION		11. GENERAL DESCRIPTION (Use block 20 for sketches.)			
Name Fort Belvoir Special		- Type Construction		Other Data	
Scale 1/12,500		<input type="checkbox"/> Earth		Roadway width _____	
Sheet No.		<input type="checkbox"/> Timber		Number of bridge spans _____	
Series No.		<input type="checkbox"/> Concrete		Number of lanes _____	
		<input type="checkbox"/> Asphalt		Bridge class: W: _____ T: _____	
		<input type="checkbox"/> Steel		Condition _____	
8. TARGET AND LOCATION		12. NATURE OF PROPOSED DEMOLITION (Use block 21 for sketches.)			
Railroad Bridge, Rt. 68 & 33		Partial Destruction			
9. TIME OBSERVED 1930		13. UNUSUAL FEATURES OF SITE:			
10. COORDINATES AH23069609		<input type="checkbox"/> High tension <input type="checkbox"/> Radar installation <input type="checkbox"/> Underwater blasting			
SECTION II - ESTIMATES					
Determine availability of items 14, 15, and 16 before conducting reconnaissance.					
14.	UNIT OF ISSUE	TYPE MISSION			
MATERIAL REQUIRED		CRATERING	CUTTING	OTHER/SPEC PURPOSE	
Modernized Demolition Initiators:					
M11 Shock tube	ea				
M12 Shock tube	ea				
M13 Shock tube	ea				
M14 Delay Fuse	ea				
SAMPLE					
Firing Device (Specify type):	ea				
Electric caps	ea				
Detonating cord	ft	0			
Firing wire	ft	200			
Igniters:					
M60	ea	5			
M81	ea				
Explosive:					
TNT:	lb	1			
C4:	lb				
(Other)					
Nonelectric caps		10			
Time fuze	feet	50			
Cratering:					
Crater charge, 40-lb	ea				
Shape charge, 15-lb	ea				
Shape charge, 40-lb	ea				
Other Demolitions:					
15. EQUIPMENT AND TRANSPORT REQUIRED (Examples: trucks, ram sets and cartridges, demolition sets, post-hole diggers, nails, adhesives, tape, sandbags, and lumber.)				NOTE: Troops may not ride in vehicles transporting explosives.	
Demo Kit					
Carpenter Kit					
1-by material for bracing					
2 1/2-ton or 5-ton Truck					
16. PERSONNEL AND TIME REQUIRED				NCOs	ENL
a. Preparing and placing charges					
b. Arming and firing demolition					
17. TIME, LABOR, AND EQUIPMENT REQUIRED FOR BYPASS (Specify location and method.) Specify equipment to clear the site after demolition and available bypasses that allow units to bypass the site.					
6 hours					
1 platoon					
Bailey Bridge, Double-Double					
18. REMARKS					

Figure H-1. Department of the Army Form 2203-R

Appendix I Turn-In Procedures

I-1. General

a. All unexpended ammunition and residue remaining after firing or training exercise completion will be returned to the ASP, but not on the same vehicle.

b. Unexpended ammunition and residue will be turned in to the ASP on separate documents. Complete reconciliation of issue documents will be completed within 5 working days following the training completion date annotated on the issue DA Form 581. Live and residue turn in can be done on the same day. Live ammunition must be turned in before residue. Units that do not reconcile their document within the time frame will be placed on the overdue document list and not be allowed to draw more ammunition until the document is cleared. (See encl I-1 for block-by-block instructions and an example of DA Form 581 for residue turn in and see encl I-2 for block-by-block instructions and an example of DA Form 581 for live turn in.)

c. Commanders are responsible for returning all unused ammunition, packing materials, and components. Commanders will establish procedures for the recovery of all live ammunition and residue before departing from ranges and firing sites and will furnish all transportation, work parties, and appropriate security. Unit personnel will be responsible for unloading vehicles and performing necessary corrective actions before being released.

d. Unit ammunition personnel are responsible for contacting the ASP to schedule live turn-in appointments. Commanders are required to provide a 24-hour projected turn-in notice to the ASP. Live turn-in appointments will be made within 2 working days after the training completion date. Commanders will ensure that ammunition to be turned in is prepared for turn in as follows:

(1) Separate ammunition by type (DODIC). Ensure that different types of ammunition are not mixed in the same container (i.e., red and green smoke grenades).

(2) Segregate ammunition by lot numbers. Make sure that lots are not mixed. Ensure that the container contains only one lot number of ammunition.

(3) Segregate ammunition by serviceability. Do not mix serviceable and unserviceable ammunition. Unserviceable ammunition includes misfires, damaged rounds, missing parts, etc.

(4) Inspect for safety. If any ammunition is suspected to be unsafe, call the 716th Ordnance Disposal Company (EOD). Do not attempt to turn in unsafe ammunition.

(5) Repack the ammunition as nearly as possible to the original pack, using the same box, regardless of quantity of ammunition.

e. The suspense copy of DA Form 581, used during the issue process, will be used to reconcile turn in against what was issued. Column titled "ISSUE" indicates the type and quantity of residue items that must be returned. The quantity of live ammunition available for turn in will be compared to the quantity drawn. The difference must be accounted for in brass/other residue or by DA Form 5811-R, fully accounting for the shortage (see encl I-3). Reporting requirements of AR 190-11, USARPAC Supplement 1 to AR 190-11, and USARAK Regulation 190-1 are also applicable. The following applies:

(1) A separate DA Form 581 prepared by the unit will be used to turn in unused ammunition. Block 28 will reference the document number of the issue. A new expendable document number will be used for the turn in.

USARAK Regulation 350-5

(2) Only one issue document number will be entered in block 28 of any turn in. Only items and lots initially issued will be turned in on this document.

f. The ASP may grant extensions to units. The 5-day turn-in requirement must be met or a memorandum requesting an extension must be submitted to the ASP before the delinquent date.

g. Before live turn in, all open ammunition containers will be inspected by a sergeant first class or above, from the unit returning the items, to ensure that lot numbers match lot numbers printed on the container and that all ammunition items and components are present, properly repacked, and quantities accounted for, either by expenditure or turn in. An ammunition inspection certificate, signed by a sergeant first class or above, certifying that the information listed above is correct will be placed in each opened/unsealed container. The ammunition surveillance branch and ASP personnel will make final ammunition disposition determination (per DA Pam 710-2-1).

I-2. Live ammunition turn in

a. All serviceable and unserviceable ammunition will be returned to the ASP from which it was drawn immediately after training exercise completion. Training ammunition retention for other than immediate expenditure is not authorized. Unit ammunition personnel are responsible for contacting the ASP to schedule live turn-in appointments.

b. Normally, the ammunition storage area accepts turn in that has been projected 24 hours ahead. If turn in cannot be accepted, ammunition will be placed in the ammunition holding area and scheduled for turn in the following workday. If for some reason the ASP cannot meet the unit's 5-day turn-in requirement, an extension must be granted to the unit. The unit will bring their copy of the issue DA Form 581 to the ASP. The delinquency date will be adjusted on all documentation to reflect the scheduled turn-in date.

c. Reporting for turn in with insufficient personnel and/or transportation will delay the turn in. The turn in will be rescheduled when sufficient personnel/transportation are available.

d. Return unused ammunition, packing material, and components to the ASP as soon as possible, but within 5 working days after training completion. Units failing to return ammunition, packing material, and components as specified are delinquent and delinquent units cannot draw ammunition. The return of unused ammunition after normal duty hours will be coordinated with the ASP. Unused ammunition may be secured in the ammunition holding area until the following day.

e. The turn in of ammunition, explosives, and residue will be reconciled with the original DA Form 581. On the turn-in date, the unit will report to ammunition surveillance workshop where material will be inspected for serviceability. The unit will correct deficiencies, where possible, before turn in is accepted. At the time of inspection, the QASAS will advise units of any ammunition that appears to be unserviceable due to neglect or abuse. The unit will also be advised that action per with AR 735-5 must be initiated for the damage.

f. Ammunition surveillance personnel at the ASP will inspect all ammunition and explosive items turned in to determine serviceability. If an item appears to be unserviceable due to fault or neglect, the responsible unit will initiate a report of survey.

(1) The following are considered unserviceable due to fair wear-and-tear:

(a) Misfires.

(b) Fuzes encountered with improper torque adjustment.

USARAK Regulation 350-5

(2) The following are considered to be examples of ammunition damaged due to fault, neglect, or unauthorized modification (this is not an all-inclusive list):

- (a) Unidentifiable lot numbers on 1,600 rounds of loose small arms ammunition.
- (b) The removal of rounds from ball and tracer linked ammunition or otherwise altering the original items as issued.
- (c) Damage due to rough handling.
- (d) Wet propelling charges.
- (e) Damage to time fuzes due to turning clockwise instead of counter-clockwise.
- (f) Incomplete rounds.

g. If a report of survey is required, all actions must be completed and reconciliation finished within 15 working days. The DA Form 581 will be annotated in block 28 with the following statement: "Action required by AR 735-5 has been initiated on report of survey number (unit document number). Material has been released by the surveying officer."

I-3. Residue turn in

a. Residue is defined as ammunition containers, packing material, expended cartridge cases, and recoverable residue as listed in DA Pamphlet 710-2-1.

Note: All remaining live ammunition must be turned in before residue turn in.

b. The residue worksheet (available from the ASP) and DA Form 581 for residue turn in will be signed by an authorized unit representative when there are no shortages. For shortages, see paragraph 4 below.

c. Before turning in packing material, artillery cartridge cases will be removed from containers and inspected to ensure all primers are fired. Brass and steel will be segregated and separated by type (DODIC) before arrival at the ASP. If the items were issued on more than one document, they will be further segregated by document.

d. The turn-in document will be marked: "Contents have been inspected; they do not contain any live rounds, unfired primers, explosives, or other dangerous material." The inspecting individual will sign this statement. The residue will be inspected 100 percent, by residue-yard personnel with the aid of unit personnel, at the time of turn in. The unit will be responsible for rescreening the material if any live items are found. Residue-yard personnel will not accept the material until they are satisfied that the residue is free of explosives. Dumping of ammunition at unauthorized locations is a violation of the Uniform Code of Military Justice, article 108, and could be the subject of disciplinary action or adverse administrative action.

e. All residue will be inspected by both ASP and unit personnel. Expended Stinger launchers, AT-4 launchers, Dragon launchers, DDI items, battery coolant units for Stingers, practice claymores, and practice grenade bodies will not be turned in as residue. These items will be turned in as live ammunition items.

I-4. Reconciliation

a. All turn ins will be reconciled with original issue documents.

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b. Shortages must be explained on DA Form 5811-R. The first lieutenant colonel in the chain of command will take appropriate action and complete the DA Form 5811-R. The ASP class 5 stock fund officer and/or a designated representative will review the DA Form 5811-R. If the document does not clearly account for all shortages, it will be returned through the major activity control office officer in charge to the unit for administrative action per AR 190-11 or AR 735-5. Commanders are required to initiate action and attach evidence of that action, reports of survey, or other investigations, when—

(1) Turn-in action and all administrative requirements are not completed within 5 working days following the event for which ammunition was issued, and an extension was not granted for unusual circumstances.

(2) Damage to live ammunition is from a cause other than fair-wear-and-tear.

(3) The residue plus live ammunition turned in is less than the quantity issued, and is not accounted for by the DA Form 5811-R.

c. The completed DA Form 5811-R will accompany the unit's turn-in documents for reconciliation and retention by the ASP.

d. A unit failing to close out all transaction documents, turn in unused ammunition, packing material, and components within 5 working days after firing exercise completion is delinquent. The ASP will not issue any more training ammunition to the unit until the turn-in action is completed or proof of the initiation of an investigation is provided to the ASP. The ASP will provide a list of delinquent documents to the MSCs on a weekly basis.

e. Unit ammunition managers must reconcile all their issue and turn-in documents with TAMIS audit trails and carry problem documents to the SAAS clerk at the ASP for correction or input to TAMIS. This procedure must be done on a monthly basis, at a minimum. Corrections and data input will be made by appointment with the ASP scheduler. The post DPTSM, training branch will provide bimonthly TAMIS reports and audit trails to MSC ammunition managers. The unit must also reconcile with the DPTSM, training branch at least monthly.

f. Policies and regulations for reporting of missile firings are as follows:

(1) AR 700-19 covers reporting of missile firings and contains policy for the reporting of issues, receipts, and expenditures for guided missiles and rockets.

(2) Units will ensure reports are submitted for all missile firings per AR 700-19.

(3) Missiles drawn from the ASP for use off the installation (mission requirements, training exercises, etc.) will be reconciled with the ASP upon return. The unit will provide the ASP with the DA Form 5692-R for those items expended (see encl I-4).

(4) Report category I nonnuclear missiles and rockets through the DOD Small Arms Serialization Program when received or expended.

g. Turn-in procedures for expended launch tubes.

(1) Upon range firing completion, units must turn in all unexpended ammunition and expended launch tubes. The unit should ensure that the ammunition and residue turn in reflects what is owed back to the ASP.

(2) All unit turn ins must be completed within 5 working days following the last range firing date to prevent the unit from going delinquent.

USARAK Regulation 350-5

(3) Units visiting posts will reconcile their issue documents before departing the visited military training area.

I-5. Found on post amnesty turn in

See enclosure I-5 for more information on the ammunition amnesty program.

a. Ammunition found on post recovery program.

(1) All ammunition and explosives, excluding small arms ammunition (up to and including .50 caliber), will be considered hazardous and will not be moved by untrained personnel. The 716th Ordnance Disposal Company (EOD) will respond to recover ammunition found on post.

(2) Personnel from the 716th Ordnance Disposal Company (EOD) will document receipt of ammunition found on post with DA Form 3265-R (Explosive Ordnance Incident Report) and will notify the provost marshal office. 716th Ordnance Disposal Company (EOD) personnel will not record the names of individuals making turn in. Individuals notifying the 716th Ordnance Disposal Company (EOD) will not be subjected to questioning or investigation when reporting or turning in ammunition found on post.

b. Response. The QASAS personnel or other qualified ammunition inspectors, along with ASP storage personnel, will respond in a prompt and timely manner to accept ammunition recovered by 716th Ordnance Disposal Company (EOD) personnel.

c. Small arms ammunition found on post. Deliver ammunition cartridges directly to the ASP during normal duty hours. No documentation (i.e., turn-in document or handwritten statement) is required.

I-6. Enclosures

Information on the following is included in enclosures I-1 through I-7:

- a. An example and complete block-by-block instructions for DA Form 581 for residue are in enclosure I-1.
- b. An example and complete block-by-block instructions for DA Form 581 for live turn in are in enclosure I-2.
- c. An example and complete block-by-block instructions for DA Form 5811-R are in enclosure I-3.
- d. An example and complete block-by-block instructions for DA Form 5692-R are in enclosure I-4.
- e. The ammunition amnesty program explained in enclosure I-5.
- f. An example and complete block-by-block instructions for DA Form 5515 are in enclosure I-6.
- g. An example and complete block-by-block instructions for DA Form 3151R are in enclosure I-7.

Enclosure I-1

Instructions for Completing Department of the Army Form 581 for Ammunition Residue

I-1-1. Prepare the DA Form 581 in six copies. DA Form 581 is prepared as shown in figure I-1-1 and the instructions below.

I-1-2. Block 1 (ISSUE). Leave blank.

I-1-3. Block 2 (TURN-IN). Mark with an "X."

I-1-4. Block 3 (DOCUMENT NO.). Enter the unit document number and DODAAC from the expendable document register.

I-1-5. Block 4 (LOCAL USE). Leave blank (ASP use only).

I-1-6. Block 5 (PAGE). Enter the total number of DA Forms 581 and 581-1 with this document number.

I-1-7. Block 6 (FOR LOCAL USE). Leave blank.

I-1-8. Block 7 (SEND TO). Enter: "Accountable Officer, Fort Richardson ASP, Fort Richardson, Alaska 99505-7050" or "ASP Accountable Officer, Fort Wainwright ASP, Fort Wainwright, Alaska 99703-7050," as applicable.

I-1-9. Block 8 (REQUEST FROM). Enter the unit, unit address, and UIC.

I-1-10. Block 9 (DATE MATERIEL REQUIRED (YYYYMMDD)). Enter desired turn-in date.

I-1-11. Block 10 (PRIORITY). Enter applicable type of ammunition request—training basic load, operational load, or other special amount name.

I-1-12. Block 11 (ALLOCATION PERIOD). Enter the month for which the ammunition is forecasted or "unforecasted" (training or operational load only). For basic load—leave blank.

I-1-13. Block 12 (DODAAC). Enter unit DODAAC.

I-1-14. Block 13a (REQUESTED BY). Enter the name and grade of the requesting official as indicated on the using unit's DA Form 1687.

I-1-15. Block 13b (DATE). Enter the Julian date the request is signed.

I-1-16. Block 13c (SIGNATURE). Enter the signature of the requesting official as indicated on using unit DA Form 1687.

I-1-17. Block 14a (APPROVED BY). Enter name and grade of the approving official (the IAO or the BAO).

I-1-18. Block 14b (DATE). Enter the Julian date the request is approved.

I-1-19. Block 14c (SIGNATURE). Enter the signature of the approving official indicated on DA Form 1687 (the IAO or the BAO).

I-1-20. Block 15 (ITEM). Enter the item number.

I-1-21. Block 16 (DODIC). Enter the appropriate DODIC.

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I-1-22. Block 17 (NSN). Leave blank (ASP use only).

I-1-23. Block 18 (NOMENCLATURE). Enter proper nomenclature. Enter the words "Last Item" after the last entry.

I-1-24. Block 19 (UI). Enter applicable unit of issue—ft, lb, ea, etc.

I-1-25. Block 20 (QTY REQUESTED/TURNED-IN). Enter the quantity requested or turned in.

I-1-26. Block 21 (TEC). Enter the applicable training event code. Line through the blank if it is a non-TAMIS item.

I-1-27. Block 22 (ACTION CODE). Enter the action code.

I-1-28. Block 23 (QTY ISSUED/RECEIVED). Leave blank (ASP use only).

I-1-29. Block 24 (LOT/SERIAL NO.). Leave blank (ASP use only).

I-1-30. Block 25 (CC). Leave blank (ASP use only).

I-1-31. Block 26 (POSTED BY). Leave blank (ASP use only).

I-1-32. Block 27 (DATE (YYYYMMDD)). Leave blank (ASP use only).

I-1-33. Block 28 (REMARKS).

a. Enter the following: "The above items are inert ammunition residue drawn on ASP control number _____. (The ASP control number can be obtained from block 4 of the issue DA Form 581 or the top of the DA Form 3151R.) Contents have been inspected and do not contain any live rounds, unfired primers, explosives, or other dangerous material. Date drawn _____. Signature _____." (Signer must be a staff sergeant or above who is on the DA Form 1687). Or—

b. Enter the following statement for training ammunition shortages and attach DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP: "As a result of shortages, DA Form 5811-R is attached."

I-1-34. Block 29 (RELATED DOCUMENT SERIAL NOS.). List all related documents.

I-1-35. Block 30a (ISSUED BY). Leave blank.

I-1-36. Block 30b (SIGNATURE). Leave blank.

I-1-37. Block 30c (DATE). Leave blank.

I-1-38. Block 31a (RECEIVED BY). Leave blank.

I-1-39. Block 31b (SIGNATURE). Leave blank.

I-1-40. Block 31c (DATE). Leave blank.

I-1-41. Block 32 (TAMIS CONTROL NO.). Leave blank.

Figure I-1-1. Department of the Army Form 581

REQUEST FOR ISSUE AND TURN-IN OF AMMUNITION										3. DOCUMENT NO.		4. LOCAL USE		5. PAGE		6. FOR LOCAL USE					
7. SEND TO Accountable Officer, FRA ASP FRA 99505-7050										1. ISSUE		2. TURN-IN		9. DATE MATERIAL REQUIRED (YYYYMMDD)		10. PRIORITY		11. ALLOCATION PERIOD		12. DODACC	
8. REQUEST FROM 23d Engineer Company 600 Richardson Drive FRA 995095										27 APR 01		X		WC1QJM-5115-0003		APR 3RD QTR		WC1QJM			
13a. REQUESTED BY John Fuse, CPT, EN, CDR										13b. DATE 5115				13c. SIGNATURE							
14a. APPROVED BY Clarence Wiggs, IAO										14b. DATE 5115				14c. SIGNATURE							
15. ITEM	16. DODIC	17. NSN	18. NOMENCLATURE	19. UI	20. QTY REQUESTED TURNED IN	21. TEC	22. ACTION CODE	23. QTY (2000) RECEIVED	24. LOT/SERIAL NO.	25. CC	26. POSTED BY	27. DATE (YYYYMMDD)									
1	A067		BX MTL, M2A1 FIRED	EA	3	FTX	TIR														
2	A068		5.56MM BRASS	LB	11	FTX	TIR														
3	A072		7.62MM BRASS	LB	20	FTX	TIR														
-----LAST ITEM-----																					
28. REMARKS THE ABOVE ITEMS ARE INERT AMMUNITION RESIDUE DRAWN ON ACCOUNT CONTROL NUMBER DATE DRAWN: _____ CONTENTS HAVE BEEN INSPECTED AND DO NOT CONTAIN LIVE ROUNDS, UNFIRED PRIMERS, EXPLOSIVES OR OTHER DANGEROUS MATERIALS. DATE DRAWN: _____ SIGNATURE: _____ (SIGNATURE MUST BE INSPECTING INDIVIDUAL) *BLOCK 10: IF OTHER THAN TNG/UBL/OPERATIONAL LOAD, IDENTIFY THE APPROPRIATE ACCOUNT CODE.																					
30a. ISSUED BY										31a. RECEIVED BY		31b. DATE (YYYYMMDD)		32. TAMS CONTROL NO.							
30b. SIGNATURE										31b. SIGNATURE											

Enclosure I-2

Instructions for Completing a Department of the Army Form 581 for Live-Serviceable and Live-Unserviceable Ammunition

I-2-1. Prepare the DA Form 581 in six copies. DA Form 581 is prepared as shown in figure I-1-1, using the instructions below.

I-2-2. Block 1 (ISSUE). Leave blank.

I-2-3. Block 2 (TURN-IN). Mark with an "X."

I-2-4. Block 3 (DOCUMENT NO.). Enter the unit document number and the DODAAC.

I-2-5. Block 4 (LOCAL USE). Leave blank (ASP use only).

I-2-6. Block 5 (PAGE). Enter "Page 1 of 1"; no continuation pages are authorized.

I-2-7. Block 6 (FOR LOCAL USE). Leave blank.

I-2-8. Block 7 (SEND TO). Enter: "Accountable Officer, Fort Richardson ASP, Fort Richardson, Alaska 99505-7050" or "Accountable Officer, Fort Wainwright ASP, Fort Wainwright, Alaska 99703-7050," as applicable.

I-2-9. Block 8 (REQUEST FROM). Enter the unit, unit address, and UIC.

I-2-10. Block 9 (DATE MATERIEL REQUIRED (YYYYMMDD)). Enter the date and time that the unit requests ammunition from the ASP.

I-2-11. Block 10 (PRIORITY). Enter the applicable type of ammunition request—training basic load, operational load, or other special amount name.

I-2-12. Block 11 (ALLOCATION PERIOD). Enter the month for which the ammunition is forecasted or "unforecasted" (training or operational load only). For basic load—leave blank.

I-2-13. Block 12 (DODAAC). Enter unit DODAAC.

I-2-14. Block 13a (REQUESTED BY). Enter the name and grade of requesting official as indicated on the using unit's DA Form 1687.

I-2-15. Block 13b (DATE). Enter the Julian date the request is signed.

I-2-16. Block 13c (SIGNATURE). Enter the signature of the requesting official as indicated on the using unit's DA Form 1687.

I-2-17. Block 14a (APPROVED BY). Enter the name and grade of the approving official (the IAO or the BAO).

I-2-18. Block 14b (DATE). Enter the Julian date the request is approved.

I-2-19. Block 14c (SIGNATURE). Enter the signature of the approving official indicated on DA Form 1687 (the IAO or the BAO).

I-2-20. Block 15 (ITEM). Enter the item number.

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I-2-21. Block 16 (DODIC). Enter the appropriate DODIC.

I-2-22. Block 17 (NSN). Enter the correct NSN for each item as indicated on the issue DA Form 3151R.

I-2-23. Block 18 (NOMENCLATURE). Enter the proper nomenclature. Enter the words "Last Item" after the last entry.

I-2-24. Block 19 (UI). Enter the applicable unit of issue—ft, lb, ea, etc.

I-2-25. Block 20 (QTY REQUESTED/TURNED-IN). Enter the quantity requested or turned-in.

I-2-26. Block 21 (TEC). Enter the applicable training event code. Line through the blank if it is a non-TAMIS item.

I-2-27. Block 22 (ACTION CODE). Enter NIS—for training; AR—Assets returned; TIR—Turn-in residue.

I-2-28. Block 23 (QTY ISSUED/RECEIVED). Leave blank (ASP use only).

I-2-29. Block 24 (LOT/SERIAL NO.). Leave blank (ASP use only).

I-2-30. Block 25 (CC). Leave blank (ASP use only).

I-2-31. Block 26 (POSTED BY). Leave blank (ASP use only).

I-2-32. Block 27 (DATE). Leave blank (ASP use only).

I-2-33. Block 28 (REMARKS).

a. Enter the following: "**The above items were drawn on ASP control number _____ (the ASP control number can be obtained from block 4 of the issue DA Form 581 or the top of the DA Form 3151R), unit document number _____, were not expended. All other items drawn on that document have been properly expended. Residue turn in is under document number _____. Ammunition will be turned in by _____, telephone _____." Or—

b. Enter the following statement when there is a shortage between the quantity of unexpended training ammunition issued and ammunition returned to the ASP. "As a result of shortages, DA Form 5811-R is attached." Or—

c. If turning in live unserviceable ammunition damaged through other than fair-wear-and-tear, prepare a separate DA Form 581 and enter the statement: "As a result of damages, DA Form 5811-R is attached."

d. If a DA Form 5811-R is attached enter the statement: "Action required under AR 735-5 has/has not been initiated by the unit commander or accountable officer."

I-2-34. Block 29 (RELATED DOCUMENT SERIAL NOS.). List all related documents.

I-2-35. Block 30a (ISSUED BY). Leave blank.

I-2-36. Block 30b (SIGNATURE). Leave blank.

I-2-37. Block 30c (DATE). Leave blank.

I-2-38. Block 31a (RECEIVED BY). Leave blank.

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I-2-39. Block 31b (SIGNATURE). Leave blank.

I-2-40. Block 31c (DATE). Leave blank.

I-2-41. Block 32 (TAMIS CONTROL NO.). Leave blank.

Enclosure I-3

Completion Instructions for Department of the Army Form 5811-R when used for Shortage for Turn in

I-3-1. Part 1 (blocks "1" through "7")

See figure I-3-1 for an example of DA Form 5811-R.

a. Blocks 1 through 5 (1=STOCK NO., 2=DESCRIPTION, 3=QUANTITY, 4=ITEM WAS (check) (a. LOST, b. DAMAGED), and 5=DAMAGED BY NEGLIGENCE (check) (a. YES, b. NO)). Items short will be described in detail and quantity.

b. Block 6 (CIRCUMSTANCES OF LOSS OR DAMAGE). The circumstances surrounding the loss or damage will be described.

c. Blocks 7a and 7b (SIGNATURE and DATE). The organizational commander will sign and date part 1.

I-3-2. Part 2 (Blocks 8 through 13)

See figure I-3-1 for an example of DA Form 5811-R. Blocks 8 through 12 (untitled). The first lieutenant colonel in the chain of command will review the circumstances surrounding the loss or damage and determine the appropriate action to be taken because of the loss or damage to government property.

Note: Completed DA Forms 5811-R will accompany turn-in documents to the ASP. When a shortage exists, this document is required to complete the reconciliation with the ASP.

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CERTIFICATE - LOST OR DAMAGED CLASS 5 AMMUNITION ITEMS <small>For use of this form, see DA PAM 710-2-1; the proponent agency is DCSLOG</small>						
PART I - CERTIFICATION						
<i>I certify that the item(s) described in blocks 1-5 below were as stated. Circumstances of the loss or damage are accurately described below.</i>						
1. STOCK NO.	2. DESCRIPTION	3. QUANTITY	4. ITEM WAS (Check)		5. DAMAGED BY NEGLIGENCE? (Check)	
			a. LOST	b. DAM-AGED	a. YES	b. NO
NSN	Supplementary Charge	4	X			

6. CIRCUMSTANCES OF LOSS OR DAMAGE

During firing at the training range on 4 Jan 01, supplementary charges were removed from 20 projectiles prior to installing fuzes. The charges were placed in the fuze cans.

Upon return to the administrative area only 16 supplementary charges were found. A search of the area did not locate the missing charges.

Issue Document _____

SAMPLE

7a. SIGNATURE JAMES A. MARTIN, CPT, COMMANDING, C BTRY	7b. DATE 5 JAN 01
--	---------------------------------

PART II - ACTION	
8. I have reviewed the evidence pertaining to the loss or damage as stated. I agree <input checked="" type="checkbox"/> do not agree <input type="checkbox"/> that the loss or damage to the class 5 item(s) was <input checked="" type="checkbox"/> was not <input type="checkbox"/> due to negligence, willful misconduct, or deliberate unauthorized use. The following actions shall be taken.	
9. No further action is required. _____	CHECK ALL THAT APPLY
10. An administrative adjustment shall be made in the property book for the class 5 item(s) that was not lost through negligence, willful misconduct, or deliberate unauthorized use.	
11. The damaged class 5 item(s) shall be repaired as fair wear and tear as the damage was not caused by negligence, willful misconduct, or deliberate unauthorized use.	
12. The circumstances surrounding the loss or damage warrant the processing of a formal Report of Survey that will be initiated immediately by the responsible property officer.	X
13a. SIGNATURE BOB SMITH, LTC, 4/11TH FA BN	13b. TITLE BOB SMITH, LTC, 4/11TH FA BN
13c. DATE 8 JAN 01	

DA FORM 5811-R, AUG 89

Figure I-3-1. Department of the Army Form 5811-R
I-3-2

**Enclosure I-5
Ammunition Amnesty Program**

I-5-1. The ammunition amnesty program provides individuals the opportunity to return ammunition, explosives, and residue items that have been stolen, misplaced, or erroneously left in the possession of a unit after turn in and reconciliation have been finalized. These returns can be made without fear or prosecution. The person who receives the ammunition under the amnesty program will contact the physical security office to determine if the recovered ammunition was previously reported as lost/stolen.

I-5-2. ASP personnel will accept delivery of ammunition under the amnesty program during normal operating hours, 0730 through 1600, Monday through Friday. If the ammunition is handed directly to an ASP operator at the ASP, no paperwork is required and no questions will be asked of the individual making the turn in. The ASP will initiate a DA Form 581 turn-in document prepared per DA Pamphlet 710-2-1, paragraph 11-18c(1) to establish an audit trail. The ASP will coordinate closely with ammunition surveillance inspectors. Subsequent to turn in, all ammunition found on post and amnesty items will be inspected as required by field return-inspection procedures.

I-5-3. The ammunition amnesty program is not a substitute for normal turn-in procedures. Units discovering ammunition on hand after having reconciled their accounts are authorized to make an amended turn in. The following procedures apply for amended turn ins:

a. When units find they still have ammunition due to error or oversight, an amended turn in will be made. Prepare a new DA Form 581 for the remaining ammunition. In block 28, note the original issue document number, if known, and state "This is an amended turn-in document." Once the documents have been prepared, this ammunition will be scheduled for turn in. It will be maintained under the security and control of the unit at authorized locations until it can be returned to the ASP.

b. The first lieutenant colonel in the chain of command will sign the amended turn-in document. This ammunition can immediately be accounted for and credited to the unit's account under the amended turn-in procedures.

c. Amnesty days will be established at all posts and will be held annually. The sites and times will be determined and publicized 60 days in advance.

I-5-4. Unit commanders will ensure assigned personnel are briefed on the ammunition and explosives amnesty program policies and procedures semiannually and before each exercise or training event that requires the use of ammunition and explosives.

I-5-5. Fliers with the location and telephone numbers for ammunition found on post/amnesty turn-in point will be conspicuously posted in all unit areas.

Enclosure I-6

Completion Instructions for Department of the Army Form 5515

I-6-1. When used as a subturn in

DA Form 5515, when used as a subturn in, is prepared as shown in figure I-6-1 and the instructions below.

a. Block 1 (DOCUMENT NUMBER). Previously completed.

b. Block 2 (PAGE). Enter "1 of 1".

c. Block 3 (DOCUMENT SERIAL NO.). Preprinted on form.

d. SECTION A.

(1) Block 4 (FROM). Previously completed.

(2) Block 5 (TO). Previously completed.

(3) Block 6 (DATE ISSUED). Previously completed.

(4) Block 7 (DATE TURNED IN). Enter the calendar date of the subturn in.

(5) Block 8 (ITEM). Previously completed.

(6) Block 9 (DODIC NOMENCLATURE). Previously completed.

(7) Block 10 (LOT/SERIAL NO.). Previously completed.

(8) Block 11 (QTY ISSUED). Previously completed.

(9) Block 12 (QTY RESIDUE REQUIRED). Previously completed.

(10) Block 13 (QTY RESIDUE TURNED-IN). Enter the quantity of residue items returned. For those items noted in Update 2-14, table L, quantities returned must balance with the quantity issued. Items returned to the ASP that do not require reconciliation, such as small arms brass, may be turned in by weight instead of quantity.

(11) Block 14 (QTY LIVE TURNED-IN). Enter the quantity of ammunition turned in.

(12) Block 15 (ISSUED BY). Previously completed.

(13) Block 16 (RECEIVED BY). Previously completed

(14) Block 17 (TURNED-IN BY). The individual making secondary subturn in will sign their payroll signature in this block.

(15) Block 18 (RECEIVED BY). The individual receiving secondary subturn in will sign their payroll signature in this block.

(16) Block 19a (BRIEFED BY) and 19b (DATE). Previously completed.

(17) Block 20a (BRIEFED BY) and 20b (DATE). The individual conducting the post-exercise ammunition accountability briefing will sign their payroll signature and the calendar date.

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(18) Block 21a (VERIFIED BY) and 20b (DATE). The individual certifying that all ammunition was expended or turned in will sign their payroll signature and the calendar date.

(19) Block 22a (INSPECTED BY) and 22b (DATE). The individual responsible for inspecting the residue items to ensure they contain no live rounds, live primers, explosives, or other dangerous materials will sign their payroll signature and the calendar date.

e. SECTION B.

(1) Block 23 through 38 (23=FROM, 24=TO, 25=DATE ISSUED, 26=DATE TURNED IN, 27=QTY ISSUED, 28=QTY RESIDUE REQUIRED, 29=QTY RESIDUE TURNED-IN, 30=QTY LIVE TURNED-IN, 31=ISSUED BY, 32=RECEIVED BY, 33=TURNED-IN BY, 34=RECEIVED BY, 35a=BRIEFED BY, 35b=DATE, 36a=BRIEFED BY, 36b=DATE, 37a=INSPECTED BY, and 38=DATE). Leave blank.

(2) Block 39 (REMARKS). Enter all related document serial numbers.

Note: Use the same DA Form 5515 to turn in ammunition and residue that was used to issue the ammunition. A copy of each secondary subturn in (and tertiary, if used) will be attached to the subturn in document and be retained on file at the ASP.

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I-6-2. When used as a secondary subturn in

DA Form 5515, when used as a subturn in, is prepared as shown in figure I-6-2 and the instructions below.

- a. Block 1 (DOCUMENT NUMBER). Previously completed.
- b. Block 2 (PAGE). Enter the page number.
- c. Block 3 (DOCUMENT SERIAL NO.). Preprinted on form.
- d. SECTION A.
 - (1) Block 4 (FROM). Previously completed.
 - (2) Block 5 (TO). Previously completed.
 - (3) Block 6 (DATE ISSUED). Previously completed.
 - (4) Block 7 (DATE TURNED IN). Leave blank.
 - (5) Block 8 (ITEM). Previously completed.
 - (6) Block 9 (DODIC NOMENCLATURE). Previously completed.
 - (7) Block 10 (LOT/SERIAL NO.). Previously completed.
 - (8) Block 11 (QTY ISSUED). Previously completed.
 - (9) Block 12 (QTY RESIDUE REQUIRED). Previously completed.
 - (10) Block 13 (QTY RESIDUE TURNED-IN). Leave blank.
 - (11) Block 14 (QTY LIVE TURNED IN). Leave blank.
 - (12) Block 15 (ISSUED BY). Previously completed.
 - (13) Block 16 (RECEIVED BY). Previously completed
 - (14) Block 17 (TURNED-IN BY). Leave blank.
 - (15) Block 18 (RECEIVED BY). Leave blank.
 - (16) Block 19a (BRIEFED BY) and 19b (DATE). Previously completed.
 - (17) Block 20a (BRIEFED BY) and 20b (DATE). Leave blank.
 - (18) Block 21a (VERIFIED BY) and 20b (DATE). Leave blank.
 - (19) Block 22a (INSPECTED BY) and 22b (DATE). Leave blank.
- e. SECTION B.
 - (1) Block 23 (FROM). Previously completed.

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(2) Block 24 (TO). Previously completed.

(3) Block 25 (DATE ISSUED). Previously completed.

(4) Block 26 (DATE TURNED IN). Enter the calendar date of the secondary subturn in.

(5) Block 27 (QTY ISSUED). Previously completed.

(6) Block 28 (QTY RESIDUE REQUIRED). Previously completed.

(7) Block 29 (QTY RESIDUE TURNED-IN). Enter the quantity of residue items returned. For those items noted in Update 2-14, table L, quantities returned must balance with the quantity issued. Weight rather than quantity may be used to return items not requiring reconciliation to the ASP, such as small arms brass.

(8) Block 30 (QTY LIVE TURNED-IN). Enter quantity of ammunition turned in.

(9) Block 31 (ISSUED BY). Previously completed.

(10) Block 32 (RECEIVED BY). Previously completed.

(11) Block 33 (TURNED-IN BY). The individual making the secondary subturn in will sign their payroll signature in this block.

(12) Block 34 (RECEIVED BY). The individual receiving the secondary subturn in will sign their payroll signature in this block.

(13) Block 35a (BRIEFED BY) and Block 35b (DATE). Previously completed.

(14) Block 36a (BRIEFED BY) and Block 36b (DATE). The individual conducting the post exercise ammunition accountability briefing will sign their payroll signature and the calendar date.

(15) Block 37a (INSPECTED BY) and Block 37b (DATE). The individual certifying that all ammunition was expended or turned in will sign their payroll signature and the calendar date.

(16) Block 38a (INSPECTED BY) and Block 38b (DATE). The individual responsible for inspecting the residue items to ensure they contain no live rounds, live primers, and explosives or other dangerous materials, will sign their payroll signature and the calendar date.

(17) Block 39 (REMARKS). Enter all related document serial numbers.

Note: Use the same DA Form 5515 to turn in ammunition and residue that was used to issue the ammunition.

[illegible]

Enclosure I-7

Completion Instructions for Department of the Army Form 3151R

I-7-1. DA Form 3151R is prepared as shown in figure I-7-1 and the instructions below.

I-7-2. Block 1 (AUTHORITY). Enter the SSA document control number assigned to the transportation order, redistribution order, etc.

I-7-3. Block 2 (DATE). Enter the calendar date of the transaction.

I-7-4. Block 3 (FROM). Enter the name of the activity losing the ammunition.

I-7-5. Block 4 (NAME OF ACTIVITY). Enter the name of the ammunition supply activity preparing the DA Form 3151R.

I-7-6. Block 5 (TO). Enter the name of the activity gaining the ammunition.

I-7-7. Block 6 (VEHICLE NO.). Enter the registration or serial number of the vehicle transporting the ammunition.

I-7-8. Block 7 (RECEIPT, ISSUE, OTHER). Check the appropriate block. If other, enter specific word explaining the transaction (i.e., turn in).

I-7-9. Block 8 (DRIVER). Enter the name of the transport vehicle operator.

I-7-10. Block 9 (NSN, DODIC, NOMENCLATURE). Enter the NSN, DODIC, and nomenclature of each item.

I-7-11. Block 10 (LOT NO.). Enter the lot number (one lot number per line).

I-7-12. Block 11 (ACC). Enter the condition code.

I-7-13. Block 12 (LOCATION FROM/TO). Self-explanatory.

I-7-14. Block 13 (PLTS/BXS). Enter number of pallets/boxes issued. Explain short pallets/boxes by adding an asterisk (*) and explaining in the remarks block.

I-7-15. Block 14 (TOTAL ROUNDS). Enter the quantity.

I-7-16. Block 15 (INIT). The clerk who posts the stock records initials this block as each item is posted to the stock records.

I-7-17. Block 16 (REMARKS). Special instructions, restrictions, or explanations.

I-7-18. Block 17 (DATE). Enter the current Julian date.

I-7-19. Block 18 (SIGNATURE OF ISSUING CHECKER). The losing activity representative signs here.

I-7-20. Block 19 (DATE). Enter the current Julian date.

I-7-21. Block 20 (SIGNATURE OF RECEIVING CHECKER). The gaining activity representative signs here.

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AMMUNITION STORES SLIP				AUTHORITY		DATE	
For use of this form, see DA PAM 710-2-2; the proponent agency is DCSLOG				5009-0001		9 Jan 01	
FROM				NAME OF ACTIVITY			
23d Engineer Company, Fort Richardson, Alaska				FRA ASP			
TO				VEHICLE NO.			
ASP Fort Richardson, Alaska				USA 1234567			
RECEIPT <input checked="" type="checkbox"/> ISSUE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> TURN-IN				DRIVER			
				CPL Jerry Walker			
NSN DODIC NOMENCLATURE	LOT NO.	ACC	LOCATION		PLTS BXS	TOTAL ROUNDS	INIT
			FROM	TO			
1305-00-926-3930-A059 CTG. 5.56MM Ball	LC10-05	A	A-1		2BX	3,360	
1310-00-724-8081-B546 CTG. 40MM HE	PN07-13	A	B-1		2BX	72	
1330-00-133-8244-G881 GREN, HD, FRAG	ET87-21		C-1		1BX	30	
REMARKS							
Completed by ASP personnel IAW DA PAM 710-2-2.							
DATE		SIGNATURE OF ISSUING CHECKER		DATE		SIGNATURE OF ISSUING CHECKER	
5009				5009			

DA FORM 3151R, APR 76 REPLACES DA FORM 3151, 1 JUL 66 WHICH MAY BE USED UNTIL EXHAUSTED

Figure I-7-1. Department of the Army Form 3151R
I-7-2

Glossary

172d SIB.....	172d Infantry Brigade (Separate)
ABL.....	ammunition basic load
Anch	Anchorage (Alaska)
app	appendix
AR	Army Regulation
ASP	ammunition supply point
BAO.....	brigade ammunition office
chap.....	chapter
CTA	Common Table of Allowances
DA	Department of the Army
DDI	dummy, drill, and inert ammunition
DENTAC.....	Dental Activity
DOD	Department of Defense
DODIC.....	Department of Defense identification code
DOL.....	Director of Logistics
DPTSM.....	Directorate/Director of Plans, Training, Security, and Mobilization
encl.....	enclosure
EOD.....	explosive ordnance disposal
FGA	Fort Greely, Alaska
fig.....	figure
FM	Field Manual
FRA	Fort Richardson, Alaska
FWA	Fort Wainwright, Alaska
GMLR	guided missile and large rocket
HHC.....	Headquarters and Headquarters Company
IAO	installation ammunition office

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MEDDAC	Medical Department Activity
MSC	major subordinate command
MTOE	modification table of organization and equipment
NGR	National Guard Regulation
NSN	national stock number
Pam	Pamphlet
para	paragraph
QASAS	Ammunition Quality Assurance Office
SAAS	Standard Army Ammunition System
STB	Special Troops Battalion
SSA	supply support activity
TAMIS	Training Ammunition Management Information System
TDA	table of distribution and allowances
TNT	trinitrotoluene
TOW	tube-launched, optically tracked, wire-guided
UIC	unit identification code
USARAK.....	United States Army Alaska
USARPAC	United States Army Pacific